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SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

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City and County of San Francisco
Urban Forestry Council

Planning and Funding Committee

NOTICE OF CANCELLED MEETING
Thursday, September 20, 2007, 4:00 p.m.
Department of the Environment, 11 Grove Street
Ground Floor Conference Room

The Thursday, September 20, 2007, 4:00 p.m. Regular Meeting of the Urban Forestry Council's Planning and Funding Committee has been cancelled due to a lack of quorum. The next Regular Meeting is scheduled for Thursday, October 18, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room. An agenda will be prepared and distributed at least 72 hours prior to the meeting. If you have any questions please contact the Council Secretary at (415) 355-3709. You may also visit our website at http://www.sfenvironment.org/our_policies/overview.html?ssi=16 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: September 11, 2007

11 Grove Street, San Francisco, California 94102
www.sfenvironment.com
Telephone (415) 355-3709 Fax 554-6393 E-mail: SFUrbanForestCouncil@sfgov.org

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee
Regular Meeting Notice and Agenda
Thursday, October 18, 2007, 4:00 P.M.
Department of the Environment, 11 Grove Street
Ground Floor Conference Room

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call**

2. **Approval of Minutes of the August 16, 2007 Urban Forestry Council Planning and Policy Committee Regular Meeting** (Explanatory document: Draft Minutes of the August 16, 2007 Planning and Policy Committee Meeting http://sfgov.org/site/sfenvironment_page.asp?id=66333 (HTML) (Discussion and Action).

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3. **Urban Forestry Council's Role in the Budget Process.** (Informational Report and Discussion)
Speaker: David Assmann, Deputy Director

4. **Role of the Urban Forestry Council's Environmental Assistant.** The Planning Committee will discuss their vision for the role for the Environmental Assistant and make recommendations to the Department of the Environment (Discussion and Action).

5. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/1_bylawsadoptedon120806.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/ufluforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf)

6. **Landmark Tree Ordinance Review.** The Committee will review the current Landmark Tree Ordinance and recommend amendments to present to the Urban Forestry Council (Discussion and Possible Action) (Explanatory Document: Landmark Tree Ordinance (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf)

7. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Document: Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc.

8. **New Business/Future Agenda Items.** (Discussion)

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. Adjournment

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meetings will be held at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room, San Francisco, CA. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013**: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org** within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
TEL: (415) 355-3709

Posted: October 11, 2007

SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE **October 18, 2007** **ITEM NO. 5**

URBAN FORESTRY COUNCIL
Planning and Funding Committee
AGENDA PACKET CONTENTS LIST*

☒ Urban Forestry Council Bylaws

☒ Environment Code Chapter 12

☒ Annual Listing of Active City Boards, Committees, and Task Forces..(over 20 pages--master copy is in the meeting room)

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***This list reflects the explanatory documents provided.**

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

Bylaws Adopted on September 22, 2006

URBAN FORESTRY COUNCIL
BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

The Council membership consists of fifteen representatives from local, state and federal agencies, non-governmental organizations, technical experts and the public. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:
- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

(2) Facilitate coordination among agencies with tree management responsibilities.

a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have three standing committees: (1) Planning and Policy; (2) Funding, and (3) Landmark Tree. Each committee shall have five members. The Planning and Policy Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month, in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Funding Committee shall meet bi-monthly on the Fourth Tuesday of January, March, May, July, September and November at 12 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Tuesday in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and Policy Committee

The Planning and Policy Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall examine and make policy recommendations to the Council regarding other urban forest and tree issues. It will make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, and navigating and overseeing the development of a comprehensive Urban Forestry Plan for the City and County of San Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan for the health and well being of San Francisco's urban forest within one year of the committee's creation, for approval and adoption by the full Council. The Planning and Policy Committee will review the Urban Forestry Plan on an annual basis thereafter and will make recommendations for any changes to the full Council for adoption.

Section 6: The Funding Committee

The Funding Committee shall make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs. The committee will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forestry activities; and determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through citywide coordination of tree operations. Moreover, the Funding Committee will develop a citywide budget for the health and well being of San Francisco's Urban Forest within six months of the committee's creation, for approval and adoption by the Full Council. The Funding Committee will review the Urban Forest Budget on an annual basis thereafter, and will make recommendations for any changes to the full Council for adoption.

Section 7: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

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Article XI – Amendment of Bylaws

Bylaws Adopted on September 22, 2006

URBAN FORESTRY COUNCIL
BYLAWS

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The Urban Forestry Council

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Article III – Urban Forestry Council

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Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

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(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:
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- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
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(2) Facilitate coordination among agencies with tree management responsibilities.

a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have three standing committees: (1) Planning and Policy; (2) Funding, and (3) Landmark Tree. Each committee shall have five members. The Planning and Policy Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month, in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Funding Committee shall meet bi-monthly on the Fourth Tuesday of January, March, May, July, September and November at 12 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Tuesday in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and Policy Committee

The Planning and Policy Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall examine and make policy recommendations to the Council regarding other urban forest and tree issues. It will make recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, and navigating and overseeing the development of a comprehensive Urban Forestry Plan for the City and County of San Francisco. Moreover, the Planning and Policy Committee will outline and draft an overall plan for the health and well being of San Francisco's urban forest within one year of the committee's creation, for approval and adoption by the full Council. The Planning and Policy Committee will review the Urban Forestry Plan on an annual basis thereafter and will make recommendations for any changes to the full Council for adoption.

Section 6: The Funding Committee

The Funding Committee shall make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs. The committee will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forestry activities; and determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through citywide coordination of tree operations. Moreover, the Funding Committee will develop a citywide budget for the health and well being of San Francisco's Urban Forest within six months of the committee's creation, for approval and adoption by the Full Council. The Funding Committee will review the Urban Forest Budget on an annual basis thereafter, and will make recommendations for any changes to the full Council for adoption.

Section 7: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

CHAPTER 12: URBAN FORESTRY COUNCIL

Sec. 1200. Purpose--Urban Forestry Council.
Sec. 1201. Scope of Authority.
Sec. 1202. Council Composition and Administration.
Sec. 1203. Responsibilities.
Sec. 1204. Urban Forest Plan.
Sec. 1205. Public Education and Outreach.
Sec. 1206. Best Management Practices.
Sec. 1207. Funding Assessment.
Sec. 1208. Staffing Support and Responsibilities.
Sec. 1209. Reporting Responsibility.

SEC. 1200. PURPOSE--URBAN FORESTRY COUNCIL.

(a) It is the intent of the Board of Supervisors to form an Urban Forestry Council that will protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future. The Board also intends to replace any existing tree advisory bodies that the Board of Supervisors has created through legislation.

(b) The purpose of the Council is to guide the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety.

(c) To meet this purpose, the Council shall work with all the affected stakeholders to:

(1) Develop and adopt a comprehensive urban forest plan;
(2) Educate the public on urban forestry issues;
(3) Develop and adopt tree care standards;
(4) Identify funding and staffing needs and opportunities for urban forestry programs;
(5) Report on the state of the urban forest;
(6) Help secure and encourage commitment of adequate resources for tree programs; and
(7) Facilitate coordination among agencies with tree management responsibilities.

(d) This Chapter applies the Precautionary Principle to the management of trees in San Francisco by emphasizing public participation, preservation, and expansion of the urban forest.

(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.230; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1201. SCOPE OF AUTHORITY.

(a) The Council's scope of authority is limited to the territorial boundaries of the City and County of San Francisco.

(b) The Council shall consider issues as they relate to trees on property managed by government agencies, non-profit organizations, and private property owners.

(c) In order to effectively address the whole of the urban forest, the Council also shall consider issues as they relate to trees on private property.

(d) The Council's scope of authority is completely advisory and educational in nature. The Council will have no authority to legislate.

(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.231; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1202. COUNCIL COMPOSITION AND ADMINISTRATION.

(a) Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, and the business community. The Council shall be composed of fifteen (15) voting members as follows:

(1) Five (5) municipal agencies with representatives from:
(a) Director of the Department of Public Works;
(b) General Manager of the Recreation and Park Department;
(c) Director of the Planning Department;
(d) Director of the San Francisco Redevelopment Agency; and
(e) General Manager of the Public Utilities Commission.
(2) The Board of Supervisors shall appoint eight (8) members:
(a) One (1) member from an educational organization involved with tree management;

(b) One (1) representative of the tree management profession (International Society of Arboriculture, American Society of Landscape Architects, etc.);
(c) One (1) member from the Golden Gate National Recreation Area;
(d) Two (2) members of non-profit organizations involved in urban forestry or other environmentally-related issues; and
(e) Three (3) members at large.
(3) The Mayor shall appoint two (2) members:
(a) One (1) member from the tree care industry with a tree management professional affiliation and
(b) One (1) member at large.
(b) Council members shall serve for two years. Members can serve successive terms if reappointed by the body originally appointing the Council member. Council members serve at the will of the body that appoints each Council member as specified above. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions.
(c) The Council shall meet at least once each month.
(d) The Council shall establish its own operating procedures, which, at a minimum, shall meet the public notice, meeting, voting, agenda and other procedural requirements set forth in local law.
(e) Subcommittees shall be created to adequately address other special areas of concern on an as needed basis.
(f) The Department of the Environment, with adequate funding to assist the Council in carrying out its mission, shall provide professional and administrative staff to the Council.
(g) All members of the Council shall serve without compensation.
(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.232; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1203. RESPONSIBILITIES.

(a) The Council's responsibilities shall include, but not be limited to, the following:
(1) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forestry concerns;
(2) Review project plans for major publicly-sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies;
(3) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees;
(4) Adopt guidelines for protecting trees during project design and construction;
(5) Encourage early and continuous public participation in urban forestry projects and programs that includes consideration of neighborhood interests;
(6) Facilitate the cooperative interaction of tree-related activities among various city, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public;
(7) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction;
(8) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forestry issues;
(9) Assist with the formulation of legislation and policies that affect trees;
(10) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment;
(11) Prepare the plans and reports as set forth in this legislation; and
(12) Assist agencies with tree management responsibilities in their efforts to incorporate and follow the urban forest plan guidelines, best management practices, and other Council recommendations and policies.
(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.233; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1204. URBAN FOREST PLAN.

(a) To assure well-guided stewardship of San Francisco's trees, the Council shall develop and adopt a long-term comprehensive plan that sets policy for the management of the City's public and private trees. This Urban Forest Plan shall be developed in consultation with affected City agencies and with input from interested members of the public.
(1) The planning process for such Plan shall include an assessment of the current condition of the urban forest and create a vision and goals that incorporate community values on urban forestry stewardship.

(2) The Planning process also shall include consideration of and referral to existing plans that relate to trees, including, but not limited to, plans for reforestation of parks and plans for street trees.
(3) The Plan shall include strategies and activities for achieving the envisioned urban forest. It shall include specific guidance to agencies and the public in developing education programs, establishing continuous and consistent tree care practices, identifying funding priorities and opportunities, and assuring that all needs of the urban forest are recognized and addressed.
(b) The Council shall oversee periodic updates to the Plan and evaluate the effectiveness of agencies in reaching the Plan's goals.
(c) Prior to adoption of the Plan or amendment thereto, the Council shall forward the plan and amendments to affected city agencies for review.
(d) The Council shall work with the Planning Department and the Department of the Environment to incorporate elements of the Urban Forest Plan into the City's General Plan.
(e) The Council shall work with the Recreation and Park Department and the Department of the Environment to incorporate elements of the Urban Forest Plan into the Recreation and Park Department's forestation plans.
(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.234; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1205. PUBLIC EDUCATION AND OUTREACH.

(a) To improve management by individual property owners and those who provide tree services to property owners, the Council shall assist with education programs. The Council shall design education programs for the public and tree care professionals to inform and gain public support for urban forestry programs.
(b) The Council shall promote trees as essential infrastructure with inherent value to the City of San Francisco. As infrastructure, trees will require consideration when designing and engineering public and private development projects.
(c) The Council shall promote an understanding of San Francisco's urban forest as habitat for the wild animals that make up a significant part of San Francisco's natural heritage.
(d) The Council's outreach shall include, but not be limited to, the following:
(1) Fostering an understanding of the value of trees;
(2) Promoting public understanding of City tree programs and laws;
(3) Working with the media to bring urban forest concerns and information to the public;
(4) Facilitating presentations, programs, and other outreach to property owners and the business and corporate community; and
(5) Promoting special events such as a citywide Arbor Day.
(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.235; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1206. BEST MANAGEMENT PRACTICES.

(a) In an effort to establish and maintain a healthy and sustainable urban forest and ensure public health and safety, the Council shall develop and adopt tree care best management practices for public and private trees. The practices for tree maintenance shall focus on the protection of trees from premature death and irreversible damage caused by improper or inadequate tree maintenance.
(b) The Council shall develop the best management practices in consultation with affected City agencies and with input from interested members of the public. The Council's evaluation of such practices shall incorporate an analysis of the projected costs for implementation of the practices. The best management practices shall include, but not be limited to, the following:
(1) Species selection;
(2) Planting practices;
(3) Young tree care;
(4) Tree pruning and maintenance; and
(5) Tree removal.
(c) The Council, with the assistance of the Board of Supervisors, shall urge and encourage City, State, and federal agencies, as well as private property owners and tree care companies working in San Francisco, to adhere to the Council's management practices and tree care standards.
(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.236; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1207. FUNDING ASSESSMENT.

(a) The Board of Supervisors shall make efforts to provide adequate funding for the Department of the Environment's support of the Council.

(b) In the event funding is not allocated by the City and County of San Francisco for staffing the Council, the Council shall pursue funds for any shortfall in the necessary staffing and support activities and additional funds for any other project it deems necessary to implement this legislation.

(c) To ensure that adequate resources are available for tree management and that public funding is used wisely, the Council shall:

(1) Review urban forest program budget priorities and make recommendations about urban forest funding requirements to the Mayor, Board of Supervisors, and affected city departments and commissions;

(2) Investigate and pursue funding options for various urban forest activities;

(3) Assist agencies and organizations in securing funding for urban forest programs;

(4) Apply for and accept grants for public agency or privately sponsored urban forest programs pursuant to the procedures in the Administrative Code; and

(5) Determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through city-wide, coordination of tree operations.

(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.237; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1208. STAFFING SUPPORT AND RESPONSIBILITIES.

(a) A coordinator from the Department of the Environment shall staff the Council. The coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;

(2) Developing and drafting guidelines for adoption;

(3) Preparing staff and annual reports;

(4) Coordinating with other agencies; and

(5) Develop an annual city-wide tree management budget for local governmental agencies.

(b) The coordinator is essential in order to implement the intent of this legislation.

(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.238; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

SEC. 1209. REPORTING RESPONSIBILITY.

(a) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest. The report shall contain a review the quality of urban forest stewardship and an assessment of how well public agencies and other urban forest managers are implementing the Urban Forest Plan. The report shall include, but not be limited to, the following:

(1) Condition of the urban forest, species composition, and other tree stand characteristics;

(2) Summary of urban forest activities, such as total number of trees, number of trees removed, and number of trees planted on private lands and under the jurisdictions of public agencies and non-profit organizations.

(3) Analysis of the adherence to the Urban Forest Plan;

(4) Analysis of the adherence to the best management practices;

(5) The Council's public education and outreach projects;

(6) Notable achievements in urban forest;

(7) The status of funding for urban forest programs; and

(8) Proposals for tree care guidelines or changes to adopted tree care programs or plans.

(b) City agencies and any non-profit organizations that accept city funding shall report to the Council regarding the trees they manage, the extent to which their management plans correspond to the Urban Forest Plan, and implementation of the best management practices. The Council shall receive the report no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees they manage.

(c) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forest Plan or best management practices shall explain their reasoning at a public hearing before the Council.

(d) Within ninety (90) days of the Council's establishment, the Council shall adopt procedures to address the public hearing process specified in Subsection (c) above.

(Added by Ord. 171-03, File No. 030422, App. 7/3/2003) (Derivation Former Administrative Code Section 5.239; added by Ord. 21-01, File No. 002106, App. 2/16/2001)

Editor's note: Ordinance 21-01, §§ 3 through 5, File No. 002106, App. 2/16/2001 contained the following provisions which were not codified as part of this Article XXIII:

"After six (6) years from the effective date of this legislation, the Board shall review the status of the Urban Forest Council. The Council shall continue to operate unless the Board, by ordinance, terminates this Article or creates a successor to the Urban Forestry Council.

This legislation shall not be operative unless and until funding becomes available for the Department of the Environment to fund the Urban Forestry Council coordinator position specified in San Francisco Administrative Code Article XXIII, Section 5.238 and associated staff support. Within six (6) months after funding becomes available, the Urban Forestry Council shall be appointed and established.

This legislation and its implementing actions shall not supersede provisions of the City's General Plan, Recreation and Open Space Element, Citywide System, Objective 2, Policy 13 concerning the preservation and protection of significant natural resource areas. In addition, this legislation and its implementing actions shall not supersede the reforestation program for Golden Gate Park as set forth in the Golden Gate Park Master Plan."

SF Environment
Our home. Our city. Our planet.

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE **October 18, 2007** **ITEM NO. 6**

URBAN FORESTRY COUNCIL
Planning and Funding Committee
AGENDA PACKET CONTENTS LIST*

☒ Landmark Tree Ordinance

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This list reflects the explanatory documents provided.

Amendment of the whole
in Committee. 12/19/05

FILE NO. 051458 ORDINANCE NO. 17-06

[Public Works Code - landmark trees, significant trees, and penalties for violations.]

Ordinance amending the Public Works Code by amending Section 801 to add to the purposes; by amending Section 802 to modify various definitions; amending Sections 802, 806, and 809 to redefine nuisance trees as hazard trees; amending Sections 802 and 803 authorizing the Urban Forestry Council to succeed to the powers and duties of the Tree Advisory Board and to assume new duties; amending Section 806 to allow for appeals of decisions concerning removal of street trees that are the responsibility of City departments and to extend the notice period to 30 days for removal of street trees that are the responsibility of private property owners; amending Sections 806 and 807 to require imposition of in lieu fees under specified circumstances; adding Section 810A to define significant trees and establish a regulatory program governing their removal; amending Sections 804, 807, and 808 to make conforming changes regarding significant trees; amending Sections 804, 807, 808, and 810 concerning landmark trees and procedures to designate, nominate, and remove landmark trees; amending Section 811 to create civil penalties and fines and to modify provisions on administrative penalties; requiring the Office of the Legislative Analyst to prepare a report concerning financial incentives related to landmark trees; and making environmental findings.

Note: Additions are *single-underline italics Times New Roman*;
deletions are ~~*strikethrough italics Times New Roman*~~.
Board amendment additions are double underlined.
Board amendment deletions are ~~strikethrough normal~~.

Be it ordained by the People of the City and County of San Francisco:

Section 1. Environmental Findings. The Planning Department has determined that the actions contemplated in this Ordinance are in compliance with the California Environmental Quality Act (California Public Resources Code sections 21000 et seq.). Said determination is on file with the Clerk of the Board of Supervisors in File No. 051458 and is incorporated herein by reference.

Section 2. The San Francisco Public Works Code is hereby amended by amending Sections 801, 802, 803, 804, 806, 807, 808, 809, 810, and 811, to read as follows:

SEC. 801. PURPOSE.

The San Francisco Urban Forestry Ordinance is enacted to further the following public purposes:

(a) To realize the optimum public benefits of trees on the City's streets and public places, including favorable modification of microclimates, abatement of air and noise pollution, reduction of soil erosion and runoff, enhancement of the visual environment, and promotion of community pride;

(b) To integrate street planting and maintenance with other urban elements and amenities, including but not limited to utilities, vehicular and pedestrian traffic, and enhancement of views and solar access;

(c) To promote efficient, cost effective management of the City's urban forest by coordinating public and private efforts within a comprehensive and professional management system;

(d) To reduce the public hazard, nuisance, and expense occasioned by improper tree selection, planting, and maintenance;

(e) To provide for the creation of an equitable, sustained, and reliable means of funding urban-forest management throughout the City;

(f) To create and maintain a unified urban-forest resource, enhancing the City's overall character and sense of place.

(g) To recognize that trees are an essential part of the City's aesthetic environment and that the removal of important trees should be addressed through appropriate public participation and dialogue, including the California Environmental Quality Act (Public Resources Code Sections 21000 et seq.

SEC. 802. DEFINITIONS.

Unless the context specifically indicates otherwise,

(a) "Administrative cost" shall mean 20 percent of the Department's actual replacement cost, or a minimum of $100, whichever is greater.

(b) "City" shall mean the City and County of San Francisco.

(c) "Community Boards" of San Francisco shall mean the neighborhood mediation/dispute settlement service established under the auspices of The Community Board Program, Inc.

(d) "Department" shall mean the Department of Public Works of the City and County of San Francisco.

(e) "Director" shall mean the Director of the Department of Public Works or the Director's designee.

(f) "Ex officio" shall mean a current employee of any City department, or California or federal agency whose appointment to the ~~*Tree Board*~~ *Urban Forestry Council* has been approved by the Director *of the Department of the Environment*.

(g) "Injure" or "injury" shall mean any act which harms or damages a tree, including but not limited to impact, cutting, carving, *painting,* transplanting, or knocking over, and includes but is not limited to the following: injurious attachment of any rope, wire, nail, advertising poster, or other contrivance to any ~~street~~ tree ~~*as set forth in Sections 675 and 675.1 of the Municipal Police Code*~~ subject to the provisions of this Article; intentionally or negligently allowing any gaseous, liquid, or solid substance that is harmful to a tree to come into contact with a tree; setting fire or intentionally or negligently permitting any fire to burn when such fire or the heat therefrom will injure any part of any tree; pruning which in and of itself will kill or cause a tree to decline; or severing of all or part of a tree.

(h) "In-lieu fee" shall mean a fee deposited into the Adopt-A-Tree Fund and imposed by the Director. The in-lieu fee shall be equal to the replacement value of a tree(s) to be removed or trees that have been destroyed *or as otherwise specified in Section 811*. In the case of trees required to be planted by Section 143 of the City Planning Code, yet excused under Section 143(d) of the Planning Code, the in-lieu fee shall be equal to the City's cost to plant and water a tree for two years.

(i) "Interested San Francisco organization" shall mean a San Francisco organization or individual that has made a written request to the Department for notification of proposed ~~street~~ tree removals in a specified area(s) or neighborhood(s).

(j) "Landmark tree" shall mean a tree so designated pursuant to Section 810 of this Article.

(k) "Landscape material" shall mean any tree, shrub, groundcover or other plant.

(l) "Maintenance" shall mean those actions necessary to promote the life, growth, health, or beauty of a tree. Maintenance includes both routine and major activities. "Routine maintenance" shall include adequate watering to ensure the tree's growth and sustainability; weed control; removal of tree-well trash; staking; fertilizing; routine adjustment and timely removal of stakes, ties, tree guards, and tree grates; bracing; and sidewalk repairs related to the tree's growth or root system pursuant to Section 706 of this Code. "Major maintenance" shall include structural pruning as necessary to maintain public safety and to sustain the health, safety, and natural growth habit of the tree; pest and disease-management procedures as needed and in a manner consistent with public health and ecological diversity; replacement of dead or damaged trees. *Pruning practices shall be in compliance with International Society of Aboriculture Best* Management *Practices and ANSI Pruning Standards, whichever is more protective of tree preservation.*

(m) "Median strip" shall mean the dividing area in the public way between opposing lanes of vehicular traffic.

(n) "Notice" shall mean written notice by personal delivery or by mailing, either by letter or postal card, postage prepaid to the last known address as the same appears on the City's most recent assessment rolls.

(o) "~~*Nuisance*~~ *Hazard* tree" shall mean any tree that poses an imminent hazard to person or property. The Director may determine that a tree ~~may be deemed~~ is a ~~*nuisance*~~ *hazard* if it or any part of it: (1) appears dead, dangerous, or likely to fall, even after proper maintenance activities are performed to eliminate dead or dangerous parts; (2) obstructs or damages a street, ~~*or*~~ sidewalk, *or other* existing *structure*; (3) harbors a serious disease or infestation threatening the health of other trees; (4) interferes with vehicular or pedestrian traffic; or (5) ~~obstructs official street cleaning activities; or (6)~~ poses any other significant hazard or potential hazard, as determined by the Director; provided, however, that feasible measures have been applied to abate any such hazard, such as applicable maintenance activities listed in Section 802(l) of this Article. The Director's determination shall be in writing.

(p) "Person" shall mean any individual, firm, partnership, association, corporation, company, or organization of any kind.

(q) "Planting" shall mean putting or setting into the ground or into a container to grow and irrigating until self-sufficient.

(r) "Removal" shall mean any intentional or negligent moving, carrying away, elimination or taking away of part or all of a tree.

(s) "Replacement value" shall mean the actual cost to the Department of replacing a tree or landscape material removed or destroyed with a comparable size and species of tree or with comparable landscape material. Certain trees or landscape material, because of their size, species or historical significance, cannot be replaced from available nursery stock. In such case, "replacement value" shall be determined pursuant to the valuation formula adopted by the International Society of Arboriculture, as amended from time to time, plus the Department's actual costs to replace the tree. "Replacement value" shall include the Department's administrative costs.

(t) 'Sidewalk" shall mean the area between the curbing and the abutting private property lot line, whether paved or unpaved, as legislated by the Board of Supervisors and as reflected in the Department's official maps.

(u) "Significant Tree" shall mean a tree so defined in Section 810A of this Article.

(v) "Street" shall mean the vehicular travel-way portion of any public street, avenue, boulevard, lane, road, parkway, freeway, or other public way.

(~~v~~w) "Street tree" shall mean any tree growing within the public right-of-way, including unimproved public streets and sidewalks, and any tree growing on land under the jurisdiction of the Department.

(~~w~~x) "Tree" shall mean any large perennial plant having a woody trunk(s), branches, and leaves. Trees also shall include palm trees.

~~(x) *"Tree Advisory Board" or "Tree Board" shall mean a board of private citizens to be appointed and to perform specific duties as set forth in Section 803 of this Article.*~~

(y) "Urban forest" shall mean all trees on public streets and rights-of-way within the borders of the City and County of San Francisco, ~~*and*~~ any trees growing on land subject to the jurisdiction of the Department*, and any other trees subject to the provisions of this Article*.

(z) "Urban Forestry Council" shall mean the Urban Forestry Council as established under the Environment Code Chapter 12.

SEC. 803. ~~*TREE ADVISORY BOARD; ESTABLISHMENT; APPOINTMENT*~~ *URBAN FORESTRY COUNCIL*; *ADDITIONAL* POWERS AND DUTIES.

(a) ~~*There is hereby established an advisory board to be known as the Tree Advisory Board consisting of nine private citizens, at least three of whom shall be professionally trained and experienced in a tree-related field. All members of the Tree Board shall serve without compensation. Members shall be appointed by the Director for a term of four years and shall serve at the Director's pleasure. All terms shall commence 30 days after the enactment of this Article. Members may serve successive terms without limitation. At least one member shall be selected from a list of persons nominated by the Director, one from a list nominated by the Mayor, and one from a list nominated by the Board of Supervisors. At least one Department representative shall serve as an ex officio nonvoting member of the Tree Board. Any City agency, State agency, or federal agency may request of the Director an appointment to the Tree Board as an ex officio nonvoting member.*~~

~~*(b) The Tree Board shall meet at least six times a year and shall establish its own operating procedures which, at a minimum, shall meet the public notice, meeting, voting, agenda and other procedural requirements of Section 3.500 of the San Francisco Charter.*~~

~~*(c)*~~ The ~~*Tree Board*~~ *Urban Forestry Council* shall serve in an advisory capacity to the Director or his designee on matters relating to this Article and to tree management in the City. The responsibilities of the ~~*Tree Board*~~ *Urban Forestry Council* may include but shall not be limited to the following:

(1) Studying the problems and determining the needs of the City concerning its street tree planting and maintenance programs, and advising the Director in this regard;

(2) Preparing for the Director an annual report detailing the state of the urban forest;

(3) Recommending to the Director appropriate species of trees to be planted on City streets or other areas under the Department's jurisdiction;

(4) Working with the Community Boards of San Francisco in developing guidelines, standards, and procedures for the mediation of conflicts between property owners over the protection of views, solar access, planting/removal of trees, and other tree-related issues;

(5) Working with the Director concerning the maintenance of an Urban Forestry Management Plan;

(6) Developing and recommending for Board of Supervisors' adoption uniform criteria for ~~establishing~~ designating "landmark" ~~status for~~ trees ~~under the jurisdiction of the Department~~ and uniform criteria, rules, and procedures for the removal of "landmark" trees pursuant to Section 810;

(7) Making recommendations to the Director on appeals of applications for tree removal;

(8) Recommending to the Director information to be distributed to the public concerning the selection, planting, and maintenance of trees throughout the City; and

(~~8~~9) Recommending to the Director desirable City tree programs and activities, including legislation and funding mechanisms.

(b) The Urban Forestry Council shall perform such other duties assigned to it under the Municipal Codes.

SEC. 804. JURISDICTION.

(a) Department's Jurisdiction. The Department shall have jurisdiction over the planning, planting, maintenance, and removal of trees in any street or other public right-of-way as defined in Section 244 of this Code; over any landscape material in any street median, center strip, or other landscaped portion of a public right-of-way; over trees and other landscape material in other public spaces under the jurisdiction of the Department; ~~*and*~~ over ~~*nuisance*~~ *hazard* trees on private property ~~only~~ as specified in Section 809 and 810A of this Article*; over landmark trees as specified in Section 810*; and over significant trees as specified in Section 810A.

SEC. 806. PLANTING AND REMOVAL OF STREET TREES.

(a) Planting and Removal by the Department.

(1) Planting. The Department may determine to plant a new tree(s) in a sidewalk or public right-of- way. When the Department determines to plant a new street tree(s), the Department will undertake maintenance responsibility for such new street tree and shall send a courtesy notice to the abutting property owner prior to planting such new tree. Any objections to the proposed work must be submitted to the Director in writing and postmarked within 30 days after notice by the Director. The Director shall consider such objections and may hold a hearing, in the Director's discretion. The Director's decision on the matter shall be final and nonappealable.

(2) Removal of Street Trees. No street tree shall be cut down or removed by the Department unless:

(A) The Department gives 30 days' prior written notice to the owner of the property abutting the affected tree; and

(B) Thirty days prior to the removal date, the Department notifies all interested San Francisco organizations ~~and owners~~ and, to the extent practical, all owners and occupants of properties that are on or across from the block face where the affected tree is located. In addition, 30 days prior to the removal date, the Department shall post a notice on the affected tree.

(3) Appeal of Tree Removal.

(A) If within 30 days after the giving of notice for street tree removal, as specified in Subsection (a)(2), or if within 15 days after the giving of notice for removal of a ~~*nuisance*~~ *hazard* street tree, as specified in Subsection (a)(4), any person files with the Department written objections to the removal, the Director shall hold a hearing to consider public testimony concerning the proposed tree removal. Written notice of the date, time and place of the hearing shall be posted on the affected tree, provided in a newspaper of general circulation, and sent to the objecting party, the owner of the property abutting the affected tree, and all interested San Francisco organizations, not less than seven days prior thereto.

(B) The Director shall issue his or her written decision and order on the objections after the public hearing specified above.

(C) The Director's decision shall be final and ~~nonappealable~~appealable to the Board of Appeals.

(4) Removal of ~~*Nuisance*~~ *Hazard* Street Trees.

(A) No ~~*nuisance*~~ *hazard* street tree shall be cut down or removed by the Department unless:

(i) The Department gives 15 days' prior written notice to the owner of the property abutting the affected tree; and

(ii) Fifteen days prior to the removal date, the Department notifies all interested San Francisco organizations ~~and owners~~ and, to the extent practical, owners and occupants of properties that are on or across the block face where the affected tree is located. In addition, 15 days prior to the removal date, the Department shall post a notice on the affected tree.

(B) ~~*Nuisance*~~ *Hazard* street tree shall have the same meaning as "~~*nuisance*~~*hazard* tree" in Section 802(o) except that a ~~*nuisance*~~ *hazard* street tree is located within the public right-of-way and is the maintenance responsibility of the Department.

(5) Emergency Removal. In the case of manifest danger and immediate necessity, as determined by the Director, the Department may remove any street tree immediately. After such emergency removal, the Department shall ~~make a reasonable effort to notify owners~~ provide notice of the necessity for such action to the owner of the property abutting the affected tree, all interested San Francisco organizations and, to the extent practical, all owners and occupants of properties that are on or across from the block face where the affected tree was removed~~ and interested San Francisco organizations of the necessity for such action~~.

(b) Planting and Removal by Persons Other Than the Department.

(1) Planting and Removal Permits. It shall be unlawful for any person to plant or to remove any street tree without a valid permit for such work issued by the Department. All permits for the planting or removal of street trees issued by the Director for residential properties shall be recorded on the Report of Residential Building Records in accordance with Section 351 of the Housing Code. All work associated with a street tree permit must be completed within six months of issuance, unless an extension has been granted by the Department.

(2) Planting. An abutting property owner who desires a permit to plant a street tree shall apply to the Department on the designated form. If approved by the Director, a permit to plant the specified species of tree(s) shall be issued to the applicant. There shall be no administrative fee imposed for a permit to plant a street tree unrelated to property development. The Director's decision on a street tree planting permit shall be final and appealable to the Board of Appeals.

(3) Removal.

(A) An abutting property owner who desires a permit to remove a street tree shall apply to the Department on the designated form. Such application must be accompanied by an administrative fee in accordance with a fee schedule adopted by the Director. The Department may grant or deny the permit in accordance with the following procedures and requirements. If the Department grants a tree removal permit, it ~~may~~ shall require that another street tree be planted in the place of the removed tree or impose an in-lieu fee unless it makes written findings detailing the basis for waiving this requirement.

(B) Thirty days prior to the removal date, the Department shall give notice to all interested San Francisco organizations and, to the extent practicable, the owners and occupants of properties that are on or across from the block face or adjacent to where the affected tree is located. In addition, ~~10~~30 days prior to the removal date, the Department shall post a notice on the affected tree. If within ~~10~~30 days after the giving of such notice any person files with the Department written objections to the removal, the Director shall hold a hearing prior to removing the tree. Written notice of the date, time and place of the hearing shall be posted on the affected tree and sent to the objecting party and all interested San Francisco organizations not less than seven days prior thereto.

(C) The Director shall issue his or her written decision and order on the objections after the public hearing specified above.

(D) The Director's decision shall be final and appealable to the Board of Appeals.

(c) Planting and Removal by City Agencies, Commissions, or Other Departments. If a City agency, commission, or department other than the Department of Public Works desires to plant or remove a street tree, such agency, commission, or department shall be subject to the provisions of Subsection (b); provided, however, that for purposes of street tree removal, the notice and procedures for Director's hearings set forth in Subsections (a)(2) and (a)(3)~~(A) and (B)~~ shall apply.

SEC. 807. DEPARTMENT OF PUBLIC WORKS URBAN FORESTRY PROGRAM; POWERS AND DUTIES.

(a) Arterial Planting Program. The Department shall continue its program of appropriate street tree planting along major traffic routes and commercial streets throughout the City.

(b) Neighborhood Planting Program. The Department shall continue to encourage and support neighborhood planting programs. Support may include, but need not be limited to, provision of trees and materials, sidewalk cutting and removal, planting labor, technical advice, and organizational assistance. The Department is hereby authorized to donate such funds, materials and labor to neighborhood planting programs as are deemed by the Director to be in the public interest and in the interest of the promotion of the urban forest.

(c) Public Education. The Department shall undertake an on-going program of public outreach and education in order to promote public understanding of the City's urban forest and public adherence to the standards and procedures established under this Article.

(d) Authority over Site Development Plans.

(1) The Department shall have the authority to review and comment on site development plan applications received by the City's Central Permit Bureau that pertain to the planting, alteration, or removal of street trees. The Department shall also have the authority to review and comment on site development plan applications that pertain to the alteration or removal of landmark trees designated pursuant to Section 810(a) of this Article and significant trees pursuant to Section 810A of this Article. Protection of such trees during construction shall be required in accordance with Section 808(c) of this Article. Removal of such trees shall be subject to the applicable rules and procedures for removal set forth in Section 806, 810, or 810A of this Article.

(2) If the Zoning Administrator modifies or waives the requirements of Planning Code Section 143 pursuant to Planning Code Section 143(d), the Department ~~may~~shall impose an in-lieu fee of the property owner so excused. Further, if a property owner is required to plant a street tree pursuant to Planning Code Section 143, the Department ~~can~~shall require that the property owner maintain such tree or replace any such tree that subsequently dies or is removed by any person, or pay an in-lieu fee. The Department shall follow the requirements set forth herein for tree replacement or payment of an in-lieu fee unless it makes written findings detailing the basis for waiving said requirements.

(e) Adopt-A-Tree Fund. Pursuant to Section 10.117-77 of the Administrative Code, the Department shall maintain an Adopt-A-Tree Fund to enhance the urban forestry program.

(f) In-Lieu Planting Program. The Department shall develop and implement an In-Lieu Planting Program to offset the loss of street trees, significant trees, *and landmark trees* due to removal, destruction, or death. The In-Lieu Planting Program shall also compensate for the loss of trees required to be planted by Section 143 of the Planning Code, yet excused by the

Zoning Administrator pursuant to Planning Code Section 143(d). The Department ~~may~~shall impose an in-lieu fee in accordance with a fee schedule adopted by the Director where a street tree is destroyed, removed or is excused from planting where otherwise required by Planning Code Section 143. The Department ~~may~~ also shall assess an in-lieu fee *or such other penalty as set forth in Section 811* as mitigation for violation of the requirements of this Article. The Department shall follow the requirements set forth herein for payment of an in-lieu fee unless it makes written findings detailing the basis for waiving said requirements. *As set forth in Section 811, in*~~In~~-lieu fees shall be deposited in the Adopt-A-Tree Fund.

(g) Tree Adoption Program. The Department shall develop and implement a tree adoption program to allow persons to donate money for the purpose of tree planting and maintenance. Money donated to the City and County for the purpose of tree planting and maintenance shall be deposited into the Adopt-A-Tree Fund.

SEC. 808. PROTECTION OF TREES AND LANDSCAPE MATERIAL.

(a) Injury to or Destruction of Trees Prohibited. It shall be unlawful for any person to intentionally, maliciously or through gross negligence injure or destroy a street tree, ~~or~~ any tree on City property, a significant tree, *or a landmark tree*. Removal of a tree under City order or removal in accordance with a permit issued pursuant to Section 806, 810, *or 810*A of this Article is exempt from this prohibition.

(b) Injury to or Destruction of Landscape Materials Prohibited. It shall be unlawful for any person to intentionally, maliciously or through gross negligence injure or destroy any landscape material in any street median, center strip, or other landscaped portion of a public right-of-way under the City's jurisdiction, except as authorized by the Department.

(c) Construction Work: Protection of Trees Required. It shall be unlawful for any person to engage in any construction work on private or public property without first taking steps to protect street trees, significant trees, *and landmark trees* from damage, including damage caused by soil compaction or contamination, excavation, or placement of concrete or other pavement or foundation material. If excavation, construction, or street work is planned within the dripline of a significant tree, a~~All~~ *landmark* trees or a tree on any street or other publicly owned property ~~*near* any excavation, construction, or street work~~ said tree(s) shall be adequately protected. If any construction work results in the injury or damage to such trees, the responsible party(ies) may be subject to the penalties set forth in Section 811 of this Article.

SEC. 809. ~~*NUISANCE*~~ *HAZARD* TREES; ABATEMENT.

(a) Notice to Property Owner(s). Upon a finding by the Director that a tree on private property or a street tree for which a property owner is responsible is a "~~*nuisance*~~ *hazard* tree" as defined herein, the Director shall provide notice to the property owner(s) which describes the condition creating the ~~*nuisance*~~ *hazard*, the actions required to be taken to abate the ~~*nuisance*~~ *hazard*, and the date by which compliance must be completed. Required action may include replacement or removal of the tree in accordance with applicable requirements and procedures provided in this Article for removal of the subject tree. In cases of extreme danger, as determined by the Director, the Director may require immediate compliance.

(b) Director of Public Works To Abate ~~*Nuisance*~~ *Hazard* if Owner Fails To Do So. If the responsible property owner does not undertake in a timely manner the abatement action, as required by said notice, the Director may perform necessary work to abate the ~~*nuisance*~~*hazard*. The cost of such abatement, including labor, equipment, materials, inspection services, and administrative costs, shall be an obligation owing by the responsible property owner(s) to the City.

(c) Method of Enforcement and Collection of Lien. The Department shall send notice of assessment of costs to the responsible property owner. Such notice shall include a statement that payment is due within 60 days of the mailing date of the notice. If a responsible property owner fails timely to remit payment, the Department shall send a second notice of payment due. Such second notice shall include a statement that failure timely to remit payment in full to the City within 30 days of the mailing of the second notice shall cause the Director to institute lien proceedings pursuant to Sections 706.4-706.7 of this Code. Enforcement and collection of liens for costs associated with ~~*nuisance*~~*hazard* tree abatement shall be in accordance with Sections 706.4-706.7 of this Code, except that all monies received in payment of such liens*, with the exception of enforcement costs,* shall be credited to the Adopt-A-Tree Fund.

SEC. 810. LANDMARK TREES.

(a) Designation Criteria. ~~With the advice of the Tree Board and following a public hearing, the Director shall adopt criteria for the designation of landmark trees, which criteria shall include consideration of the age, size, shape, species, location, historical association, visual quality, or other contribution to the City's character. Upon the recommendation of the Director, the Board of Supervisors may designate as a "landmark tree" any street tree or any tree on property under the jurisdiction of the Department meeting the criteria adopted by the Director, or may rescind such designations. Any person seeking to have a tree designated as a landmark must pay all costs related to the Board of Supervisors hearing.~~

~~(b) Advise the Zoning Administrator. Upon request by the Zoning Administrator, the Director shall advise the Zoning Administrator regarding landmark trees on a proposed construction site. The Department shall propose measures to protect landmark trees on a construction site against damage to trunk, roots, and branches.~~

~~(c) Removal; Special Permit Required. Except in the case of manifest danger and immediate necessity, landmark trees shall be removed only upon a determination of the Board of Supervisors following a public hearing. The Director shall issue criteria governing such determinations. If the Board of Supervisors determines that removal of a landmark tree is necessary or permissible, it may impose such reasonable conditions on the permit for removal as it deems necessary to compensate for the loss of the tree, including but not limited to the replacement value of the tree, and administrative costs, or contribution to the Adopt-A-Tree Fund. Any person seeking permission to remove a landmark tree must pay all costs related to the Board of Supervisors hearing.~~ The Urban Forestry Council shall develop and recommend for adoption by the Board of Supervisors uniform criteria for the designation of landmark trees, which criteria shall include consideration of the age, size, shape, species, location, historical association, visual quality, or other contribution to the City's character, as set forth Section 810(f)(4)(A)-(E) below. Upon adoption by the Board of Supervisors, the designation criteria shall apply to all trees within the territorial limits of the City and County of San Francisco. Pending adoption of criteria for designation of landmark trees, the Urban Forestry Council, affected City departments, and the Board of Supervisors shall rely on the general criteria set forth in Section 810(f)(4)(A)-(E).

(b) Designation Process.

(1) Nominations. A tree may be nominated for designation as a landmark tree by any of the following parties: (i) the property owner whose property contains the subject tree by a written request to the Urban Forestry Council; (ii) the Board of Supervisors, Planning Commission, or Landmarks Preservation Advisory Board by adoption of a resolution of intent to nominate a tree for landmark status; or (iii) the director of any City agency or

department by filing a nomination letter with the Urban Forestry Council. Each tree nominated for landmark tree status shall be the subject of a separate individual nomination.

(2) Content of Nominations. Nominations shall be made in writing to the Urban Forestry Council and shall include the basis for the nomination, which may address one or more of the adopted designation criteria, including the factors listed below in Section 810(f)(4)(A)-(E) below; the lot, assessor's block, and street address of the subject property; one or more pictures of the tree; and any other information that the nominating property owner or entity believes would be pertinent to the nomination.

(3) Urban Forestry Council Hearing and Determination. The Urban Forestry Council shall hold a public hearing on a nomination within 60 days of receipt of a completed nomination request, and shall determine whether the tree qualifies as a landmark tree pursuant to the adopted designation criteria. After the conclusion of the public hearing, the Urban Forestry Council shall adopt written findings that specify the basis for its decision to approve or reject the nomination and shall forward these findings to the applicant for the nomination and the affected property owner. If the Urban Forestry Council determines that the subject tree meets the adopted designation criteria, it shall forward said decision to the Director, as to a tree on private property, or to the subject City agency, commission or department, as to a tree on City-owned property. If the Urban Forestry Council rejects the nomination, the Council shall not accept a new request for the subject tree for three years from the date of its decision. If the Urban Forestry Council determines that a tree qualifies as a landmark tree, its written findings on the nomination shall be forwarded, along with any recommendations of relevant City agencies, commissions or departments, to the Board of Supervisors for its consideration pursuant to Section 810(b)(4) of this Article. If the Urban Forestry Council fails to forward said findings to the Board of Supervisors within 90 days of

the Urban Forestry Council's receipt of the nomination request, the Board of Supervisors may, in its discretion, schedule a public hearing on the nomination, in which event, the failure of the Urban Forestry Council to forward said findings within the 90 day period shall constitute its approval of the nomination.

(4) Designation. Upon the recommendation of the Urban Forestry Council, the Board of Supervisors may designate as a "landmark tree" any tree within the territorial limits of the City and County of San Francisco that meets the adopted designation criteria, or may rescind such designations. If the Urban Forestry Council does not issue findings in a timely manner pursuant to Subsection (b)(3), the Board of Supervisors shall adopt its own findings as part of the designation of a landmark tree.

(c) Landmark Tree Designation Recorded Notice and Official Book. Upon Board of Supervisors designation of a landmark tree, the Department or affected agency shall record a notice on the subject property concerning the landmark tree. The Department also shall record the landmark tree designation in an official book entitled Landmark Trees. If the landmark tree is a street tree under the maintenance responsibility of the Department, the Department shall record the landmark tree designation in a separate section of the Landmark Tree book that is reserved for those landmark trees under the maintenance responsibility of the Department. The Department shall maintain this book for public review and update it on a regular basis with the assistance of affected agencies.

(d) Temporary Designation of Landmark Tree Status. At the time a member of the Board of Supervisors introduces a resolution of intent to initiate a nomination and submits to the Clerk of the Board of Supervisors the information required for a landmark tree nomination request as set forth in Section 810(b)(2), the subject tree shall be temporarily designated as a landmark tree ("temporary designation") and be subject to the provisions governing landmark trees set forth herein while proceedings are pending on the landmark tree designation. At the time the Planning Commission or Landmarks Preservation Advisory Board adopts a resolution of intent to initiate a nomination, temporary designation of the subject tree shall occur. If the Director of the Department or the director of any other City agency, commission or department initiates landmark tree designation, temporary designation shall occur when the Urban Forestry Council adopts a resolution determining that the subject tree qualifies for landmark tree status. In addition, the Director of the Department shall have the authority to issue an emergency order that temporarily designates a tree on private property or on any property under the jurisdiction of the Department to prevent the immediate removal of a tree. Upon initiation of a nomination pursuant to this Section, the entity initiating nomination shall immediately inform the Director who shall immediately cause a notice to be provided to the relevant department or private property owner informing them of the special permit and approval requirements pursuant to Section 810(f). If 180 days have elapsed from the date of temporary designation and final action on landmark tree designation has not been completed, the temporary designation status for the subject tree shall expire unless the Board of Supervisors adopts a resolution to extend the temporary designation. Such extension shall not exceed 90 additional days. Although the subject tree ultimately may be designated as a landmark tree sometime after expiration of temporary designation status, once the temporary designation has expired, the affected tree shall not be subject to a new temporary designation for at least two years from the date of temporary designation. If the Urban Forestry Council rejects a nomination under subsection (b)(3), the temporary designation shall automatically terminate.

(e) Zoning Administrator. The Zoning Administrator shall be required to identify designated landmark tree(s) on proposed development or construction sites and to notify the

Urban Forestry Council and the Department or affected City agency, commission or department. The Zoning Administrator and the Department or such other City Agency, commission or department with jurisdiction, shall be required to impose measures to protect such landmark trees on a construction site against damage to trunk, roots, and branches in accordance with Section 808(c) of this Article. Removal of such trees shall be subject to the rules and procedures for removal of landmark trees provided in this Section.

(f) Removal Criteria and Procedures.

(1) Removal Criteria. The Urban Forestry Council shall develop and recommend for adoption by the Board of Supervisors uniform criteria, rules, and procedures governing determinations to remove landmark trees. Removal criteria shall require consideration and written findings on all of the factors related to the landmark tree as set forth in Section 810(g)(4), below, and shall not authorize the removal of a landmark tree unless the it constitutes a hazard tree pursuant to Section 802(o). Public notice, in accordance with the requirements of Section 806(a)(2), and a hearing shall be required.

(2) Removal on Private Property; Special Permit Required. A property owner who desires a permit to remove a landmark tree shall apply to the Department on the designated form. Such application must be accompanied by an administrative fee in accordance with a fee schedule adopted by the Director. Except in the case of manifest danger and immediate necessity, landmark trees on private property shall be removed only after the Director's determination and issuance of a permit, following a public hearing. If the Director determines that removal of a landmark tree is necessary or permissible in accordance with the adopted removal criteria, the Director may impose such reasonable conditions on the permit for removal as he or she deems necessary to compensate for the loss of the tree, including but not limited to the replacement value of the tree, administrative

costs, and contribution to the Adopt-A-Tree Fund. The Director's determination shall be final and appealable to the Board of Appeals. Any person seeking permission to remove a landmark tree must pay all costs related to the permit process and public hearings. Pending adoption of criteria for removal of landmark trees, the Department shall rely on the general criteria set forth in Section 810(f)(4)(A)-(F).

(3) Removal on City-owned Property; Special Approval Required. Removal of a landmark tree(s) on City property under the jurisdiction of any City agency, commission, or department shall be subject to the criteria, rules, and procedures adopted by the Board of Supervisors pursuant to Section 810(f)(1), above, including the process for public notice and a hearing prior to removal of the tree. After following said criteria, rules, and procedures, the subject City agency, commission, or department shall make its decision on removal of a landmark tree(s). Such decision is final and nonappealable. Pending the Board of Supervisor's adoption of the criteria, rules, and procedures pursuant to Section 810(f)(1), the agency, commission, or department shall follow the general criteria of Subsection (f)(4)(A)-(F) and similar rules and procedures for removal of street trees as set forth in Section 806(c) and for removal of hazard trees as set forth in this Section 806(a)(4). This Subsection shall not supercede the Charter jurisdiction that has been granted to any City agency, commission, or department.

(4) Required Findings. As part of any determination that authorizes removal of any landmark tree, the City entity making such determination shall, in addition to the adopted removal criteria, consider and make written findings on each of the following factors related to the tree:

(A) Size, age, and species;

(B) Visual characteristics, including the tree's form and whether it is a prominent landscape feature;

(C) Cultural or historic characteristics, including whether the tree has significant ethnic appreciation or historical association or whether the tree was part of a historic planting program that defines neighborhood character;

(D) Ecological characteristics, including whether the tree provides important wildlife habitat, is part of a group of interdependent trees, provides erosion control, or acts as a wind or sound barrier;

(E) Locational characteristics, including whether the tree is in a high traffic area or low tree density area, provides shade or other benefits to multiple properties, and is visually accessible from the public right-of-way; and

(F) One or more criteria that qualify the tree as a hazard tree pursuant to Section 802(o).

(5) Emergency Removal on Private Property. In the case of manifest danger and immediate necessity, as determined by the Director, the Director may remove or require the responsible owner(s) to remove a landmark tree immediately. After such emergency removal, the Director shall provide written notice of the necessity for such action to the Board of Supervisors and the Urban Forestry Council and shall also provide such notice to all interested San Francisco organizations and, to the extent practical, to the owners and occupants of properties that are on or across from the block face where the affected tree was removed. If the Department incurs any costs related to an emergency removal, said costs, including labor, equipment, materials, inspection services, and administrative costs, shall be an obligation owing by the responsible owner(s) to the City. Removal of a landmark tree pursuant to this Subsection is not subject to Section 810(f)(4) above.

(6) Emergency Removal on City-owned Property. In the case of manifest danger and immediate necessity, as determined by the director or general manager of the subject agency, commission, or department, the subject agency, commission, or department may remove a landmark tree within its jurisdiction immediately. After such emergency removal, the subject agency, department, or commission shall provide written notice of the necessity of such action to the Board of Supervisors, Urban Forestry Council and Department of Public Works and shall also provide such notice to all interested San Francisco organization and, to the extent practical, the owners and occupants of properties that are on or across from the block face where the affected tree was removed. Removal of a landmark tree pursuant to this Subsection is not subject to Section 810(f)(4) above.

(g) If a landmark tree(s) has been designated as part of a local historic district or landmark under Article 10 of the Planning Code, removal of such tree shall be subject to the procedures set forth in the Planning Code Article 10 in addition to the requirements of Subsection 810(f) above. In the case of a conflict between Section 810(f) and the Article 10 designation, the more restrictive provisions shall apply.

SEC. 811. PENALTIES FOR VIOLATION OF ORDINANCE.

(a) Criminal Penalties. Violation of any of the provisions of Sections 806, 808, ~~and~~ 810(~~c~~(f)(1), and 810A(b) of this Article shall be chargeable as an infraction or a misdemeanor. Every violation determined to be an infraction is punishable by a fine of $200 for a first violation and $400 for each additional violation within one year. Every violation determined to be a misdemeanor is punishable by a fine not exceeding $1,000 and/or imprisonment in the County Jail for a period not to exceed six months, for each offense.

(b) ~~*Administrative*~~ Civil Penalties *and Fees*.

(1) The Director may call upon the City Attorney to maintain an action for injunction to restrain or summary abatement to cause the correction or abatement of the violation of this Article, and for assessment and recovery of a civil penalty and reasonable attorney's fees for such violation.

(2) Any person who violates this Article may be liable for a civil penalty, not to exceed $500 for each day such violation is committed or permitted to continue, which penalty shall be assessed and recovered in a civil action brought in the name of the people of the City by the City Attorney in any court of competent jurisdiction. In assessing the amount of the civil penalty, the court may consider any one or more of the relevant circumstances presented by any of the parties to the case, including, but not limited to, the following: the nature and seriousness of the misconduct, the number of violations, the persistence of the misconduct, the length of time over which the misconduct occurred; and the wilfulness of the defendant's misconduct. The City Attorney also may seek recovery of the attorneys' fees and costs incurred in bringing a civil action pursuant to this Section.

(c) Administrative Penalties.

(1) In addition to the penalties set forth in Subsection*s* (a)*and (b)* above, *the Director may require* any person who removes, ~~damages~~injures, or destroys a tree in violation of the provisions of this Article *~~shall~~* *to* pay a sum of money equal to the tree's replacement value or the diminishment of the tree's value *as set forth in the current edition of the Guide for Plant Appraisal (Council of Tree and Landscape Appraisers). In no case shall the administrative penalty be less than $500 per violation. When one or more additional violations occur within one year of the first violation, the Director may assess a responsible party double the tree's replacement value or the diminishment of the tree's value. Depending on the nature and seriousness of the misconduct, including unpermitted removal of or damage to a landmark* or significant *tree; the number of violations; the persistence of the misconduct; the length of time over which the misconduct occurred;*

or the wilfulness of the defendant's misconduct, the Director may assess additional penalties in excess of the amounts specified above. In addition to the administrative penalty assessed pursuant to this Section, the Director may assess enforcement costs to cover the reasonable costs incurred in enforcing the administrative penalty, including reasonable attorneys' fees. Any and all amounts paid or collected pursuant to this subsection*, with the exception of enforcement costs,* shall be deposited into the Adopt-A-Tree Fund.

(2) The Department shall send notice of the assessment of administrative ~~*civil*~~ penalties to the responsible ~~*property owner*~~ *party*. Such notice shall include a statement that payment is due within 60 days of the mailing date of the notice. If a responsible property owner fails timely to remit payment, the Department shall send a second notice of payment due. Such second notice shall include a statement that failure timely to remit payment in full to the City within 30 days of the mailing of the second notice shall cause the Director to institute lien proceedings pursuant to Sections 706.4 - 706.7 of this Code. Enforcement and collection of liens for costs associated with ~~*nuisance*~~ *hazard* tree abatement shall be in accordance with Sections 706.4 - 706.7 of this Code, except that all monies received in payment of such liens *with the exception of enforcement costs,* shall be credited to the Adopt-a-Tree Fund.

Section 3. The San Francisco Public Works Code is hereby amended by adding Section 810A, to read as follows:

SEC. 810A. SIGNIFICANT TREES.

(a) Definition. For purposes of this Section, a significant tree shall be a tree: (1) on property under the jurisdiction of the Department of Public Works or (2) on privately owned-property with any portion of its trunk within 10 feet of the public right-of-way, and (3) that satisfies at least one of the following criteria: (a) a diameter at breast height (DBH) in excess of twelve (12) inches, (b) a height in excess of twenty (20) feet, or (c) a canopy in excess of fifteen (15) feet. The Director may deem a significant tree a hazard tree if such tree satisfies the provisions of Section 802(o). A landmark tree shall not be treated as a significant tree even if the landmark tree meets one or more of the abovementioned criteria. A landmark tree shall be governed by the provisions of Section 810.

(b) Removal; Requirements.

(1) Removal of a significant tree(s) on privately-owned property shall be subject to the rules and procedures governing permits for removal of street trees as set forth in Section 806(b).

(2) Removal of a significant tree(s) that are the responsibility of the Department shall be subject to the rules and procedures governing permit for Departmental removal of street trees as set forth in Section 806(a).

(3) If the Director determines that a significant tree is a hazard tree, this Article's provisions applicable to removal of a hazard tree shall apply.

(4) Emergency Removal. In the case of manifest danger and immediate necessity, as determined by the Director in writing, the Director may remove or require the responsible owner(s) to remove a significant tree immediately. After such emergency removal, the Department shall provide written notice to all interested San Francisco organizations and, to the extent practical, owners and occupants of properties that are on or across from the block face where the affected tree was removed of the necessity for such action. If the Department incurs any costs related to an emergency removal, said costs, including labor, equipment, materials, inspection services, and administrative costs, shall be an obligation owing by the responsible owner(s) to the City. Removal of a significant tree pursuant to this Subsection is not subject to Subsection (c) below.

(c) As part of the Director's determination to authorize removal of a significant tree, the Director shall consider the following factors related to the tree:

(1) Size, age, and species;

(2) Visual and aesthetic characteristics, including the tree's form and whether it is a prominent landscape feature or part of a streetscape;

(3) Cultural or historic characteristics, including whether the tree has significant ethnic appreciation or historical association or whether the tree was part of a historic planting program that defines neighborhood character;

(4) Ecological characteristics, including whether the tree provides important wildlife habitat, is part of a group of interdependent trees, provides erosion control, or acts as a wind or sound barrier;

(5) Locational characteristics, including whether the tree is in a high traffic area or low tree density area, or provides shade or other public benefits;

(6) Whether the tree constitutes a hazard tree as set forth in Section 802(o); and

(7) Whether the tree has been maintained as set forth in Section 802(l).

(d) Zoning Administrator. The Zoning Administrator shall be required to identify significant tree(s) on proposed development or construction sites and to notify the Department. The Zoning Administrator and the Department shall be required to impose measures to protect such significant trees on a construction site against damage to trunk, roots, and branches in accordance with Section 808(c) of this Article. Removal of such trees shall be subject to the rules and procedures for removal of significant trees provided in this Section.

Section ~~3~~4. This section is uncodified.

(a) The powers and duties of the Tree Advisory Board, set forth in Public Works Code Section 803, pursuant to the Board of Supervisors Ordinance No. 165-95, Clerk of the Board of Supervisors File No. 97-458, are transferred to the Urban Forestry Council pursuant to this Ordinance, and the Tree Advisory Board is hereby dissolved.

(b) The Office of the Legislative Analyst shall prepare a report to the Board of Supervisors on all possible financial incentives, including, but not limited to, tax credits, tax rebates, and subsidized tree care, for residents or businesses whose properties contain designated landmark trees.

APPROVED AS TO FORM:
DENNIS J. HERRERA, City Attorney

By:
John D. Malamut
Deputy City Attorney

City and County of San Francisco

Tails

Ordinance

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

File Number: 051458 **Date Passed:**

Ordinance amending the Public Works Code by amending Section 801 to add to the purposes; by amending Section 802 to modify various definitions; amending Sections 802, 806, and 809 to redefine nuisance trees as hazard trees; amending Sections 802 and 803 authorizing the Urban Forestry Council to succeed to the powers and duties of the Tree Advisory Board and to assume new duties; amending Section 806 to allow for appeals of decisions concerning removal of street trees that are the responsibility of City departments and to extend the notice period to 30 days for removal of street trees that are the responsibility of private property owners; amending Sections 806 and 807 to require imposition of in lieu fees under specified circumstances; adding Section 810A to define significant trees and establish a regulatory program governing their removal; amending Sections 804, 807, and 808 to make conforming changes regarding significant trees; amending Sections 804, 807, 808, and 810 concerning landmark trees and procedures to designate, nominate, and remove landmark trees; amending Section 811 to create civil penalties and fines and to modify provisions on administrative penalties; requiring the Office of the Legislative Analyst to prepare a report concerning financial incentives related to landmark trees; and making environmental findings.

September 27, 2005 Board of Supervisors — CONTINUED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

October 11, 2005 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 10 - Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval
Excused: 1 - Alioto-Pier

October 11, 2005 Board of Supervisors — CONTINUED

Ayes: 10 - Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval
Excused: 1 - Alioto-Pier

October 18, 2005 Board of Supervisors — CONTINUED

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

November 1, 2005 Board of Supervisors — AMENDED, AN AMENDMENT OF THE WHOLE BEARING SAME TITLE

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

November 1, 2005 Board of Supervisors — RE-REFERRED: City Operations and Neighborhood Services Committee

Ayes: 11 - Alioto-Pier, Ammiano, Daly, Dufty, Elsbernd, Ma, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval

January 10, 2006 Board of Supervisors — PASSED ON FIRST READING

Ayes: 8 - Ammiano, Daly, Dufty, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval
Noes: 2 - Elsbernd, Ma
Excused: 1 - Alioto-Pier

January 17, 2006 Board of Supervisors — FINALLY PASSED

Ayes: 7 - Daly, Dufty, Maxwell, McGoldrick, Mirkarimi, Peskin, Sandoval
Noes: 3 - Alioto-Pier, Elsbernd, Ma
Excused: 1 - Ammiano

File No. 051458

I hereby certify that the foregoing Ordinance was FINALLY PASSED on January 17, 2006 by the Board of Supervisors of the City and County of San Francisco.

Gloria L. Young
Clerk of the Board

JAN 2 0 2006

Date Approved

Mayor Gavin Newsom

Date: January 27, 2006

I hereby certify that the foregoing ordinance, not being signed by the Mayor within the time limit as set forth in Section 3.103 of the Charter, became effective without his approval in accordance with the provision of said Section 3.103 of the Charter.

Clerk of the Board

File No.
051458

SF Environment
Our home. Our city. Our planet.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

MEETING DATE October 18, 2007 **ITEM NO. 7**

URBAN FORESTRY COUNCIL
Planning and Funding Committee
AGENDA PACKET CONTENTS LIST*

☒ Priority Action Steps Meeting Discussions

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***This list reflects the explanatory documents provided.**

Funding Committee Discussion on Priority Action Steps
July 3, 2007 Meeting

Member Milne stated that the Planning Committee recommended funding for Priorities 2, 5 and 9 as listed in the March 15, 2007 Planning and Policy Committee Meeting Minutes. Committee Members held a discussion on **Priority 2 Action Item 5. The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.** Member Marks stated that agencies that are involved with tree planting and maintenance include the Urban Forestry Council, Friends of the Urban Forest and the Mayor's Greening Initiative. It was reported that Green Connect that was started by the Mayor has a partnership with the Giants to plant trees. Member Marks stated that he is unsure of the fundraising that is being done by the Mayor for City offices and what fundraising is being done for non-profits such as Green Connect.. Member Milne stated that he would be contacting Mr. Sider, Director of Greening to request a report. Member Marks stated that it is difficult to compete with other fundraising that is currently being done, and the Urban Forestry Council who has a low level of funding does not seem to be a priority within the City government.

Committee members discussed identifying the type of partnerships that they should be pursuing. Member Milne stated that the partnerships that we know about are the ones from the Mayor's Office. Member Milne indicated that from previous conversations he has held with Mr. Sider, the Director of Greening, it appeared that his focus was related to planning, e.g. adding greening elements to permits for big development projects. Member Milne stated that he does not know what the Council can do to promote funding partnerships in the public/private aspect that the Mayor's Office is not already doing on a larger scale, e.g. the Giants planting trees. Member Marks suggested looking to the Recreation and Park Department for a partnership. Member Milne inquired about the Recreation and Park Department's current partnerships. Member Nervo indicated that The Parks Trust is the non-profit partner to the Conservatory of Flowers and the San Francisco Botanical Garden Society is the non-profit partner to the San Francisco Botanical Garden.

Ms. Anne Eng, Department staff suggested that the Funding Committee create a comprehensive matrix of various components of tree planting and maintenance that is going on by different agencies in order to identify where the gaps might be. Then a focus could be made on what funding to pursue for what aspect of the urban forest. Ms. Eng also requested that Member Marks, Ms. Shawn Rosenmoss, Department Fundraising Coordinator and herself set up a meeting this month to discuss potential fundraising. Member Marks stated that there should be an understanding of what money the City has for tree planting and maintenance and how it is allocated. It was stated that the federal government allocated 11 million dollars for planting trees, but no one explained where the money came from or how it was being used. Member Marks requested that Mr. Sider provide an informational report on how federal government funding is being allocated for trees.

The Committee discussed **Priority 5: Action Item 8. Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.** Member Milne stated that Supervisors are receiving community input about implementing green programs in their districts, and programs such as Clean and Green specific to neighborhoods have been set up. Member Milne stated that there has been discussion about Council Members attending the Supervisors' monthly community meetings to discuss planting more trees in particular neighborhoods and to increase public awareness; however, these efforts do not provide funding to implement the programs.

The Committee discussed **Priority 9: Action Item 7. The City of San Francisco should update the list of recommended trees.** The Planning Committee had recommended that the Funding Committee discuss how to attain funding for development of outreach material and hold a discussion on how to coordinate the dissemination of information. Member Milne stated that the intention is to develop the

Recommended Street Tree List into a brochure instead of just a computer list. It was stated that Member Miller was discussing the possibility of developing a brochure with PG&E, but was not successful in this effort. Member Marks stated that it is hard to understand the relationship with Friends of the Urban Forest, Green Connect, the Mayor's Greening Initiative and Department of Public Works (DPW) in order to coordinate efforts. It was stated that the Urban Forestry Council cannot approach foundations for funding or to develop outreach material because the Committee does not know whether the Mayor's Office, Friends of the Urban Forest, or Green Connect has already made the effort. Member Marks stated that there does not seem to be coordination between different agencies, and the entire purpose of the Urban Forestry Council is for there to be coordination. Member Milne stated that he would talk to Mr. Sider about providing an informational report at a future meeting and that an informational matrix might provide a clearer understanding of coordination between agencies. It was stated that the Council's role at this time may be to just analyze activities, make suggestions, and to participate more in what it is capable of doing.

Ms. Eng suggested that the new staff person or a summer intern could review all the different agency budgets in order to provide funding recommendations, and suggested that the Committee's efforts be focused more on private funding efforts. Member Marks recommended that the Mayor's Office disseminate their efforts with other agencies to the Urban Forestry Council so the Council could better plan their efforts. Ms. Eng stated that the Department's role is to help facilitate and to look at different components. It was stated that one of the responsibilities listed in the job description for the new Urban Forest staff member is to help incorporate the Urban Forest Plan components into the Better Streets planning effort.

Member Marks suggested contacting Friends of the Urban Forest (FUF) and DPW to understand the role the Council and the Funding Committee can have to help develop the Recommended Street Tree List into a more formal document. Ms. Eng stated that at the previous Funding Committee meeting, a discussion was held on developing a web resource for the Recommended Street Tree List. It was stated that it would take resources to develop a new web page and/or to setup a link to FUF or DPW's current web page. Ms. Eng recommended complimenting the electronic information or printed form by working on establishing a physical location, e.g. a nursery with an area where the public could view trees that are recommended for planting and where they could access tree care information. Ms. Eng stated that there are existing resources that could be shared more effectively with additional support, and this Council can provide that coordination role, information dissemination, and collection. It was stated that most foundations would prefer providing funding for planting trees versus providing funding for coordinating efforts to plant trees. Member Marks stated that a lot of funders would want credit that they could better receive from signing on with the Mayor's Office.

No action was taken on this item. The priorities determined by Committee members included identifying current funding for tree planting and maintenance by holding discussions with other agencies (Mayor's Office and FUF) and by developing a matrix to track Department budget funds that apply to urban forestry. A discussion was held on creating a formalized Recommended Street Tree List either in electronic or in print form and disseminating the information, but no conclusive information was available.

Priority Action Steps Discussion from the March 15, 2007 Planning and Policy Committee Meeting

Priority 1: Action Item 1. The City of San Francisco should develop a citywide set of standards and best management practices for tree selection, purchase, installation and care.

Member Habert asked to identify who "The City of San Francisco" is as noted above. Chair Sacamano indicated that it could be substituted with the Urban Forestry Council and that follow-through would be required by different departments. Member Costello stated that Departments could provide review and acceptance of standards, tree selection, installation and care.

A discussion was held on encouraging Mr. Daniel Sider, the Greening Director, to participate in Urban Forestry Council meetings in order to coordinate efforts and present regular reports. It was suggested that Mr. Sider be invited to future Planning and Policy Committee meetings. Urban Forestry Specialist Ma advised that Mr. Sider would be making a presentation at the March 23, 2007 Urban Forestry Council meeting on current projects.

Public Comment. Urban Forestry Council Chair Milne suggested that Mr. Sider be presented the Priority List at the March 23 Urban Forestry Council Meeting and that the Council should ask how he could help in the implementation of these items. Member Costello suggested asking Mr. Sider for his priority list.

Chair Sacamano stated that the tree care segment of this action item has been completed through adoption of the Pruning Standards. It was recommended that Mr. Sider be consulted on amending the Planning Code on land uses that require street tree planting and minimum planting size requirements when a building permit is submitted that would address the tree selection and installation section of this item. Chair Sacamao offered to survey DPW's landscape architecture group as to their specifications for planting material.

Public Comment: Urban Forestry Council Member Blair asked to include a requirement of adding a certain percentage of large mature trees to large developments. It was recommended that using structural soil be required during installation. Chair Sacamano and Member Costello discussed major problems with using structural soil.

Priority 2: Action Item 5. The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.

Chair Sacamano stated that funding for tree planting is happening through the Mayor's Greening Initiative but maintenance is not being addressed adequately all the way from City agencies having the resources to what is happening to privately maintained trees and Port tree care on private trees.

Committee members recommended forwarding this item directly to the Funding Committee.

Priority 3: Action Item 6. The City of San Francisco should establish one or more goals for the urban forest and monitor the results periodically.

Goal is to try to increase canopy cover from the current 12% to 15% by 2010 and an assessment will be made using the UFORE analysis.

Member Costello stated that the Mayor's Office of Greening is working on a greater canopy cover throughout the city by planting, but not so much by maintenance. It was stated that this item could not be done independently of another entity. Member Costello recommended that the Urban Forestry Council coordinate with other groups such as the Mayor's Office and Friends of the Urban Forest to identify a goal that can be monitored relative to canopy cover throughout the City. Chair Sacamano advised that the one goal that is being monitored is the Mayor's Office goal of planting 5,000 trees a year.

Public Comment: Ms. Blair recommended monitoring the number of trees that are being planted and taken out.

Priority 4: Action Item 2. The City of San Francisco should protect existing trees from and during development.

Action has been taken on this item:
The Board of Supervisors has enacted the Tree Protection Ordinance that enables the Planning Department to set forth a requirement that private property trees be disclosed as part of the building permit application process.

Priority 5: Action Item 8. Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.

Tree planting programs are currently being implemented as part of the Mayor's Office Greening Initiative, through the Department of Public Works, and Friends of the Urban Forest.

Chair Sacamano advised that the Department of Public Works, as part of the Mayor's Greening Initiative, is planting in the Bayview and the Mission Districts and discussed the resistance from property owners and residents in the Mission District because of the crime potential. Chair Sacamano recommended that the Council provide community outreach education about tree planting programs through community meetings or other methods.

Public Comment: Urban Forestry Council Chair Milne recommended that already scheduled community meetings include an urban forestry component. Chair Sacamano discussed the possibility of an Urban Forestry Council Outreach Committee. It was stated that funding would be required for this type of effort and could be discussed further at the Funding Committee.

Priority 6: Action Item 3. The City of San Francisco should establish a goal of no net loss of trees on public and private property.

Committee Members stated that City policy should be established for this item. Urban Forestry Specialist Ma stated that no net loss would require a definition. Member Costello stated that you would not have a net loss if you are increasing canopy cover.

Public Comment: Urban Forestry Council Chair Milne recommended consulting with Mr. Daniel Sider on how to approach this item, whether to create a Resolution to forward to the Board of Supervisors or another alternative.

Priority 7: Action Item 4. City of San Francisco departments should institute a comprehensive reforestation program in City parks and public institutions.

Member Costello and Chair Sacamano recommended identifying which institutions this item would apply to. Chair Sacamano stated that his interpretation would be that this item would apply to parks and park like grounds. It was recommended that an inquiry letter be sent to the San Francisco Public Utilities Commission and the Recreation and Park Department to describe their reforestation program and to larger educational campuses and hospitals asking them to describe their planting program and policy. Chair Sacamano suggested contacting the Planning Department or the Director of Greening to find out what the land use classifications are that would apply to this item.

Priority 8: Action Item 9. The City of San Francisco should engage the SF Unified School District, Parent Teacher Associations and community groups to develop tree planting and care programs.

Chair Sacamano stated that this item is a funding issue for the School District as they do not have available staff. It was recommended that a letter be sent to a School District representative or an organization associated with the School District, e.g. the Green Schoolyard Alliance asking them what they are doing and to invite them to attend a Planning and Policy Committee meeting to discuss this item. Urban Forestry Specialist Ma reported that she had heard that a lot of the schools are receiving funding to relandscape through a bond measure that was passed in San Francisco, and that the Council could advise them on what trees would be appropriate.

Public Comment: Urban Forestry Council Chair Milne recommended that tree planting and care programs could be a part of the School District's gardening program.

Priority 9: Action Item 7. The City of San Francisco should update the list of recommended trees.

Action has been taken on this item through the Urban Forestry Council's development and adoption of San Francisco's Recommended Street Tree List. Next steps would be to forward the Street Tree List to the Funding Committee for development of outreach material and discussion of how to coordinate the dissemination of information.

July 18, 2007 Planning and Policy Committee Meeting Excerpt on Priority Action Steps

Funding Committee Member Milne discussed the Funding Committee's discussions on priority action steps that were recommended by the Planning and Policy Committee. One of the action steps included publicizing the tree species list through brochures and handouts, but a funding source had not been identified. Other priorities included identifying a funding source for tree maintenance, which there should be a City initiative for, as it would require the Supervisors or Mayor to make this work. Chair Milne stated that he felt that there was not much the Council could do and recommended that this agenda item be filed, as the issues are insolvable in Committee meetings. Chair Short stated that the Council should continue to raise flags and initiate resolutions to get the ear of Supervisors. Chair Short reported that the Mayor was discussing tree maintenance at Arbor Day. Chair Milne suggested that the Council try to get more publicity surrounding these issues.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

Thursday, October 18, 2007, 4:00 P.M.

11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102

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ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Planning and Funding Committee Meeting was called to order at 4:25 p.m. Present: Chair Short, Members Habert, Milne and Sherk; Absent: Member Miller; Excused: Members Marks and Quirke.

2. **Approval of Minutes of the August 16, 2007 Urban Forestry Council Planning and Policy Committee Regular Meeting** (Explanatory document: Approved Minutes of the August 16, 2007 Planning and Policy Committee Meeting http://sfgov.org/site/sfenvironment_page.asp?id=66333 (HTML) (Discussion and Action). Upon Motion by Member Milne and second by Chair Short the August 16, 2007 meeting minutes were approved (AYES: Chair Short, Members Habert, Miller and Sherk; Absent: Members Marks, Miller and Quirke).

3. **Urban Forestry Council's Role in the Budget Process.** (Informational Report and Discussion). (Explanatory Document Received in Council Meeting: Urban Forestry Council 2007-08 Expenses and Revenue (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/UrbanForest2007-08ExpensesRev.pdf).

Speaker: David Assmann, Deputy Director

Deputy Director Assmann presented an overview of the Department's budget sources and how the Department receives and allocates its funding for the urban forestry program. It was explained that the Department used to receive a million dollars from the General Fund, but approximately four years ago stopped received General Fund money due to the City's fiscal crisis six years ago. Initially the Department's General Fund allocation was cut from one million to half a million, and the next year it was cut to zero. All of the Department's funding is now received from grants, other Departments, or special funds, and it has no discretionary funding. There has to be a source for all funds that are allocated that are designated for particular projects. Overhead is charged for every single staff person from the designated fund. For example, there is one staff person working on construction and demolition debris, so funding is received from the Department of Building Inspection (DBI) to cover costs for salary, benefits, and overhead. It makes it difficult to cover costs because there is no discretionary funding.

Deputy Director Assmann reported that each year, the Department Director meets with department heads from seven other departments to request funding for urban forest work. In addition, we are able to work out that a small portion of the funding could be justified under the Impound Account from the garbage rates that the Department receives every year. It was explained that the Council has a deficit for the current fiscal year as the funding that is received is not covering the costs. To operate at the current level, it is about $184,000 a year for urban forest work that includes the Environmental Assistant's time, the Commission Secretary's time for covering all meetings, and a miniscule amount for other things that are not salaries, benefits or overhead. Revenue received from other departments includes $17,168 from the Recreation and Park Department, Public Works, Planning, Redevelopment and Public Utilities Commission, $1700 from the Port, and $41,000 from the Impound Account. The funding from the Impound Account will be adjusted for inflation and will go up to approximately $43,000 next year. A discussion was held on the Port contributing additional funding as they are starting to put in more trees. It was stated that the Port feels that the Recreation and Park Department should be supplying the funding for planting trees in Port areas. Ms. Eng reported that the Environmental Justice program sets aside an amount that equals 25% of the Urban Forestry Council's budget and expects that a certain amount of time would be spent on projects in the southeast area to address environmental concerns.

Deputy Director Assmann explained that the Department had originally requested $25,000 from each department, and the Budget Analyst cut the amount, which was subsequently approved by the Board of Supervisors. It was reported that departments would probably be approached sometime in December to request that the budget be reviewed for the next year. It was suggested that as the Department moves into the next phase of the budget process, that Council members could offer support in order to continue and expand other departments' funding support for the Council. Member Sherk stated that it was ridiculous for the Budget Analyst to cut funding. Deputy Director Assmann reported that there are ways to weigh in during the budget hearings as the Board does not have to accept the recommendations for budget cuts. Deputy Director Assmann stated that he would send the department head letter to Council members to see if there is a way to enhance it and offered to attend additional meetings on the topic.

Deputy Director Assmann suggested that a way to potentially cut costs would be to have less of the Commission Secretary's time spent at meetings because part of the funding is determined by number of meetings. It was also explained that in the past the Council Secretary's time was not charged to the Urban Forestry Council, but as a result of the Department's audit, it was requested that costs be allocated to where time is being spent. That is why the budget looks worse now. The Council Secretary noted that landmark tree nominations would require action by the Council within a certain timeframe, but that special meetings could be held if that were the case. Member Sherk stated that the Council would like to have more of a presence in order to be more effective, to communicate the importance of trees, take part in the Urban Forest Plan, to landmark trees, and in education. Deputy Director Assmann explained that more meetings does not necessarily equate to an expanded role. Member Sherk felt that the idea of having less meetings might reduce the Council's impact.

Member Sherk asked whether the Mayor had been approached to bring back general funding to the Department as the City's fiscal situation improves. Deputy Director Assmann stated that the answer has always been no, but indicated that the Mayor's budget staff would be approached with the next budget cycle. Member Sherk asked how the Planning Department's urban forest planning study would be funded. Deputy Director Assmann reported that funding would come from Planning's capital projects budget and as a result made it more difficult this year to receive funding for the Council as they are funding that project. Chair Short explained that the Planning Department is working on the scope of work for the Request for Proposal (RFP), but it may not have gone out to bid at this time. Member Sherk suggested that the Department of the Environment respond to the RFP so it can receive additional funding. Deputy Director Assmann stated that the work could be integrated into what the Department is doing.

Member Habert asked how the Mayor's Office of Greening is funded. Deputy Director Assmann explained that the Mayor's Office of Greening is funded through the Planning Department. Member Milne reported that Mr. Dan Sider, the Director of Greening, had stated that the Mayor's Office of Greening may no longer be in existence. Member Sherk requested that an analysis of funds spent on similar efforts be done in order to identify overlaps and places where we can be more fiscally efficient and supportive of the larger concept of greening and sustainability rather than on competing.

Deputy Director Assmann explained that the intent of the Urban Forestry Council has been to coordinate the efforts of the various City departments on urban forest work. Member Sherk stated that the Mayor could get behind the effort if he understood it. Deputy Director Assmann stated that (1) it is important to coordinate internally for efficiency, and (2) there needs to be a new major funding source for the urban forest because the City does not have the resources to expand the urban forest within its existing structure. A sustainable ongoing funding source could be through either a levy or assessment to provide funding on an ongoing basis to fund Council work and to coordinate department efforts. Chair Short explained that the idea behind the Urban Forest Plan and making it part of the General Plan is to coordinate the efforts of different City departments., look for efficiencies, and make recommendations for sustainable funding. It was explained that the Urban Forest Plan came out of the Urban Forestry Council, and the Council had submitted its recommendation for the Planning Department to be the responsible entity. The plan would be the City's overarching plan for moving forward.

Deputy Director Assmann indicated that he would forward to the Council a document that outlines the budget process and timeline and where it would be useful to weigh in with other Departments. Chair Short stated that it would be useful to know when the Council can get involved in the budget process to advocate for funding for the Council itself.

Environmental Justice Program Manager Eng asked for the Committee's position on reducing the number of meetings. Chair Short explained that the Council had already combined the Planning Committee with the Funding Committee and felt that the Landmark Tree Committee could not reduce the number of meetings because of the timeframe set in the ordinance for designation of landmark trees. The Council Secretary suggested holding special meetings as required.

Public Comment: Urban Forestry Council Member Blair expressed the need for expanded funding in order to move forward on projects and public outreach.

Item 6 was heard before Item 4.

4. **Role of the Urban Forestry Council's Environmental Assistant.** The Planning Committee will discuss their vision for the role for the Environmental Assistant and make recommendations to the Department of the Environment (Discussion and Action).

Ms. Eng reported on the Environmental Assistant's Job Analysis Questionnaire that explains the position, its key duties, and priorities as follows: The 5638 Environmental Assistant is responsible for implementing environmental ordinances; assisting in data analysis and report writing; implementing environmental programs required by federal, state and local environmental laws and regulations; and assisting program managers in projects and programs. The 5638 Environmental Assistant's major responsibilities include the following activities and services:

Provide information on tree management and related activities, including (1) researching long-term funding sources such as a landscape assessment district or public ballot measure, to help support the Urban Forest program of San Francisco; (2) providing information to City departments and community groups that work on urban forest issues; (3) responding to public inquiries about tree issues; (4) organizing an annual workshop for City staff and contractors on best management practices.

- Implement the Urban Forestry Council Ordinance by (1) staffing the Urban Forestry Council and subcommittees; (2) administering and evaluating the nomination process for the Landmark Tree

Ordinance; (3) assisting the Planning Department with incorporating elements of the Urban Forest Plan into San Francisco's Better Streets Plan.

- Ensure that urban forestry activities are included in the City's Climate Protection initiatives, including (1) assisting the SF Environment's Climate Change Coordinator with urban forestry recommendations for ICLEI in regard to the California Climate Action Plan; and (2) working with the Climate Change Coordinator on tracking quantifiable effects of tree planting and continued growth.

Ms. Eng explained that the Department is committed to staff the Urban Forestry Council with administrative and technical support and to ensure funding from various agencies in order to do so. In addition, there are various job duties for the Environmental Assistant that go beyond what the Council has been working on but still supports the Council's mission. It was reported that the Environmental Justice Program would be funding 25% of the Environmental Assistant's position and that amount of time would be spent on environmental justice issues.

Chair Short expressed concern that this position had been previously assigned to support the Council full time, and the previous Coordinator had to hire an assistant in order to help with the amount of work. It was explained that the reason the different agencies that sit on the Council contribute funding for the Environmental Assistant's salary is to support the Council's work. Chair Short stated that there is some logical overlap of some of the other Department of the Environment programs, but expressed concern with the amount of work that could result. Ms. Eng indicated there was a lot of research going on during the previous Coordinator's tenure, e.g., the Urban Forest Plan. Ms. Eng explained that the Council does not have the funding available for a full-time staff person given the contributions received from other departments and suggested that the Council have realistic expectations of this position.

Public Comment: Urban Forestry Council Member Blair asked for clarification on the Impound Account. Ms. Eng explained that the Department uses garbage fee money to pay for staff time to address environmental concerns, and a portion of that funding is allocated for environmental justice programs.

This agenda item was continued to the November 15, 2007 Planning and Funding meeting as a priority agenda item.

5. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/1_bylawsadoptedon120806.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf).

   This agenda item was continued to the November 15, 2007 Planning and Funding Committee.

6. **Landmark Tree Ordinance Review.** The Committee will review the current Landmark Tree Ordinance and recommend amendments to present to the Urban Forestry Council (Discussion and Possible Action) (Explanatory Document: Landmark Tree Ordinance (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf).

Member Milne reported that he has an appointment with Supervisor McGoldrick in two weeks to discuss proposed amendments to the Landmark Tree Ordinance. It was stated that the Supervisor would be agendizing the amendments at an upcoming Board meeting. Member Milne stated that Council members should speak at the meeting. Chair Short asked for the status of adding a notification process to neighbors within a 300-foot radius. Member Milne stated that issue is ongoing and will be worked out. Member Milne advised that the Urban Forestry Council's Resolution (PDF) http://sfgov.org/site/frame.asp?u=http://www.sfenvironment.com recommending amendments to the Ordinance would be brought forward.

Chair Short asked if the Committee had any additional suggestions to streamline the process. Member Sherk requested bringing up the idea of providing incentives to landmark trees. Member Milne stated that idea had previously been mentioned. Member Sherk suggested focusing on landmarking publicly owned significant trees instead of private trees in order to avoid contentious situations. It was recommended that City gardeners be consulted for their suggestions for landmark-quality trees. Chair Short explained that the Council should not be advocating for landmarking of trees as they are the body who is in charge of voting on the tree.

7. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Document: Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc.

   This agenda item was continued to the November 15, 2007 Planning and Funding Committee meeting.

8. **New Business/Future Agenda Items.** (Discussion). This agenda item was not heard at this time.

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee adjourned at 5:35 p.m. due to a loss of quorum.

The next Regular Meeting of the Planning Committee is scheduled for Thursday, November 15, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco.

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL
PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

Thursday, October 18, 2007, 4:00 P.M.

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approved

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11 Grove Street, Ground Floor Conference Room
San Francisco, CA 94102

ORDER OF BUSINESS

1. **Call to Order and Roll Call.** The Planning and Funding Committee Meeting was called to order at 4:25 p.m. Present: Chair Short, Members Habert, Milne and Sherk; Absent: Member Miller; Excused: Members Marks and Quirke.

2. **Approval of Minutes of the August 16, 2007 Urban Forestry Council Planning and Policy Committee Regular Meeting** (Explanatory document: Approved Minutes of the August 16, 2007 Planning and Policy Committee Meeting http://sfgov.org/site/sfenvironment_page.asp?id=66333 (HTML) (Discussion and Action). Upon Motion by Member Milne and second by Chair Short the August 16, 2007 meeting minutes were approved (AYES: Chair Short, Members Habert, Miller and Sherk; Absent: Members Marks, Miller and Quirke).

3. **Urban Forestry Council's Role in the Budget Process.** (Informational Report and Discussion). (Explanatory Document Received in Council Meeting: Urban Forestry Council 2007-08 Expenses and Revenue (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/UrbanForest2007-08ExpensesRev.pdf).

Speaker: David Assmann, Deputy Director

Deputy Director Assmann presented an overview of the Department's budget sources and how the Department receives and allocates its funding for the urban forestry program. It was explained that the Department used to receive a million dollars from the General Fund, but approximately four years ago stopped received General Fund money due to the City's fiscal crisis six years ago. Initially the Department's General Fund allocation was cut from one million to half a million, and the next year it was cut to zero. All of the Department's funding is now received from grants, other Departments, or special funds, and it has no discretionary funding. There has to be a source for all funds that are allocated that are designated for particular projects. Overhead is charged for every single staff person from the designated fund. For example, there is one staff person working on construction and demolition debris, so funding is received from the Department of Building Inspection (DBI) to cover costs for salary, benefits, and overhead. It makes it difficult to cover costs because there is no discretionary funding.

Deputy Director Assmann reported that each year, the Department Director meets with department heads from seven other departments to request funding for urban forest work. In addition, we are able to work out that a small portion of the funding could be justified under the Impound Account from the garbage rates that the Department receives every year. It was explained that the Council has a deficit for the current fiscal year as the funding that is received is not covering the costs. To operate at the current level, it is about $184,000 a year for urban forest work that includes the Environmental Assistant's time, the Commission Secretary's time for covering all meetings, and a miniscule amount for other things that are not salaries, benefits or overhead. Revenue received from other departments includes $17,168 from the Recreation and Park Department, Public Works, Planning, Redevelopment and Public Utilities Commission, $1700 from the Port, and $41,000 from the Impound Account. The funding from the Impound Account will be adjusted for inflation and will go up to approximately $43,000 next year. A discussion was held on the Port contributing additional funding as they are starting to put in more trees. It was stated that the Port feels that the Recreation and Park Department should be supplying the funding for planting trees in Port areas. Ms. Eng reported that the Environmental Justice program sets aside an amount that equals 25% of the Urban Forestry Council's budget and expects that a certain amount of time would be spent on projects in the southeast area to address environmental concerns.

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Public Comment: Urban Forestry Council Member Blair expressed the need for expanded funding in order to move forward on projects and public outreach.

Item 6 was heard before Item 4.

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Ordinance; (3) assisting the Planning Department with incorporating elements of the Urban Forest Plan into San Francisco's Better Streets Plan.

- Ensure that urban forestry activities are included in the City's Climate Protection initiatives, including (1) assisting the SF Environment's Climate Change Coordinator with urban forestry recommendations for ICLEI in regard to the California Climate Action Plan; and (2) working with the Climate Change Coordinator on tracking quantifiable effects of tree planting and continued growth.

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This agenda item was continued to the November 15, 2007 Planning and Funding meeting as a priority agenda item.

5. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/1_bylawsadoptedon120806.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf).

   This agenda item was continued to the November 15, 2007 Planning and Funding Committee.

6. **Landmark Tree Ordinance Review.** The Committee will review the current Landmark Tree Ordinance and recommend amendments to present to the Urban Forestry Council (Discussion and Possible Action) (Explanatory Document: Landmark Tree Ordinance (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/ordinances06/o0017-06.pdf).

Member Milne reported that he has an appointment with Supervisor McGoldrick in two weeks to discuss proposed amendments to the Landmark Tree Ordinance. It was stated that the Supervisor would be agendizing the amendments at an upcoming Board meeting. Member Milne stated that Council members should speak at the meeting. Chair Short asked for the status of adding a notification process to neighbors within a 300-foot radius. Member Milne stated that issue is ongoing and will be worked out. Member Milne advised that the Urban Forestry Council's Resolution (PDF) http://sfgov.org/site/frame.asp?u=http://www.sfenvironment.com recommending amendments to the Ordinance would be brought forward.

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7. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Document: Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc.

   This agenda item was continued to the November 15, 2007 Planning and Funding Committee meeting.

8. **New Business/Future Agenda Items.** (Discussion). This agenda item was not heard at this time.

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

10. **Adjournment.** The Planning and Funding Committee adjourned at 5:35 p.m. due to a loss of quorum.

The next Regular Meeting of the Planning Committee is scheduled for Thursday, November 15, 2007 at 4:00 p.m. at the Department of the Environment, 11 Grove Street, San Francisco.

Approved: November 15, 2007

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, November 15, 2007, 4:00 P.M.
Department of the Environment, 11 Grove Street
Ground Floor Eco-Center

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

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1. **Call to Order and Roll Call**

2. **Approval of Minutes of the July 3, 2007 Urban Forestry Council Funding Committee Meeting and October 18, 2007 Planning and Funding Committee Regular Meeting** (Explanatory document: Draft Minutes of the July 3, 2007 Funding Committee (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=63734 and October 18, 2007 Planning and Funding Committee Meetings (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=70263 (Discussion and Action).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) 082807 http://www.sfenvironment.org/downloads/library/bylawsadoptedon120806.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf) (Continued from the October 18, 2007 Meeting).

4. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Documents: Urban Forest Plan (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf, Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc and Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171 (Continued from the October 18, 2007 Meeting).

5. **Role of the Urban Forestry Council's Environmental Assistant.** The Planning Committee will discuss their vision for the role for the Environmental Assistant and make recommendations to the Department of the Environment (Discussion and Action). (Continued from the October 18, 2007 Meeting)

6. **New Business/Future Agenda Items.** (Discussion)

7. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

8. Adjournment

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meetings will be held at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room, San Francisco, CA. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013**: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org** within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary
TEL: (415) 355-3709
Posted: November 6, 2007

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

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Bylaws Adopted on August 28, 2007

URBAN FORESTRY COUNCIL
BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

The Council membership consists of fifteen representatives from local, state and federal agencies, non-governmental organizations, technical experts and the public. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:
- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

(2) Facilitate coordination among agencies with tree management responsibilities.

a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have seven members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make

recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters

authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

(Document #1) --Urban Forest Council Ordinance

Ordinance amending the San Francisco Environmental Code Chapter 12 to create an Urban Forestry Council and to delineate powers and duties for such Council.

Chapter 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE — URBAN FORESTRY COUNCIL

Section 1201. SCOPE OF AUTHORITY

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION

Section 1203. RESPONSIBILITIES

Section 1204. URBAN FOREST PLAN

Section 1205. PUBLIC EDUCATION AND OUTREACH

Section 1206. BEST MANAGEMENT PRACTICES

Section 1207. FUNDING ASSESSMENT

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES

Section 1209. REPORTING RESPONSIBILITY

Chaper 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE — URBAN FORESTRY COUNCIL.

(a) It is the intent of the Board of Supervisors to form an Urban Forestry Council that will protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future. The Board also intends to replace any existing tree advisory bodies that the Board of Supervisors has created through legislation.

(b) The purpose of the Council is to guide the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety.

(c) To meet this purpose, the Council shall work with all the affected stakeholders to:

(1) Develop and adopt a comprehensive urban forest plan;

(2) Educate the public on urban forestry issues;

(3) Develop and adopt tree care standards;

(4) Identify funding and staffing needs and opportunities for urban forestry programs;

(5) Report on the state of the urban forest;

(6) Help secure and encourage commitment of adequate resources for tree programs; and

(7) Facilitate coordination among agencies with tree management responsibilities.

>Section 1201. SCOPE OF AUTHORITY.

(a) The Council's scope of authority is limited to the territorial boundaries of the City and County of San Francisco.

(b) The Council shall consider and determine issues as they relate to trees on property managed by government agencies, non-profit organizations, and private property owners.

(c) In order to effectively address the whole of the urban forest, the Council also shall consider issues as they relate to trees on private property.

(d) The Council's scope of authority is completely advisory and educational in nature. The Council will have no authority to legislate.

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION.

(a) Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, and the business community. The Council shall be composed of fifteen (15) voting members as follows:

(1) Five (5) municipal agencies with representatives from:

(a) Director of the Department of Public Works;

(b) General Manager of the Recreation and Park Department;

(c) Director of the Planning Department;

(d) Director of the San Francisco Redevelopment Agency; and

(e) General Manager of the Public Utilities Commission.

(2) the Board of Supervisors shall appoint:

(a) One (1) representative of the University of California Cooperative Extension or a representative of another educational organization involved with tree management;

(b) One (1) representative of the tree management profession (International Society of Arboriculture, American Society of Landscape Architects, etc.);

(c) One (1) representative of the Golden Gate National Recreation Area;

(d) Two (2) representatives of non-profit organizations involved in urban forestry or other environmentally-related issues; and

(e) Three (3) representatives of the community.

(3) The Mayor shall appoint:

(a) One (1) representative of the tree care industry and

(b) One (1) at large representative.

(b) Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the will of the body that appoints each Council member as specified above. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions.

(c) The Council shall meet at least once each month.

(d) The Council shall establish its own operating procedures, which, at a minimum, shall meet the public notice, meeting, voting, agenda and other procedural requirements set forth in local law.

(e) Subcommittees shall be created to adequately address other special areas of concern on an as needed basis.

(f) The Department of the Environment, with adequate funding to assist the Council in carrying out its mission, shall provide professional and administrative staff to the Council.

(g) All members of the Council shall serve without compensation.

Section 1203. RESPONSIBILITIES.

(a) The Council's responsibilities shall include, but not be limited to, the following:

(1) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forestry concerns;

(2) Review project plans for major publicly-sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies;

(3) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees;

(4) Adopt guidelines for protecting trees during project design and construction;

(5) Encourage early and continuous public participation in urban forestry projects and programs that includes consideration of neighborhood interests;

(6) Facilitate the cooperative interaction of tree-related activities among various city, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public;

(7) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction;

(8) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forestry issues;

(9) Assist with the formulation of legislation and policies that affect trees;

(10) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment;

(11) Prepare the plans and reports as set forth in this legislation; and

(12) Assist agencies with tree management responsibilities in their efforts to incorporate and follow the urban forest plan guidelines, best management practices, and other Council recommendations and policies.

Section 1204. URBAN FOREST PLAN.

(a) To assure well-guided stewardship of San Francisco's trees, the Council shall develop and adopt a long-term comprehensive plan that sets policy for the management of the City's public and private trees. This Urban Forest Plan shall be developed in consultation with affected City agencies and with input from interested members of the public.>

(1) The planning process for such Plan shall include an assessment of the current condition of the urban forest and create a vision and goals that incorporate community values on urban forestry stewardship.

(2) the Planning process also shall include consideration of and referral to existing plans that relate to trees, including, but not limited to, plans for reforestation of parks and plans for street trees.

(3) The Plan shall include strategies and activities for achieving the envisioned urban forest. It shall include specific guidance to agencies and the public in developing education programs, establishing continuous and consistent tree care practices, identifying funding priorities and opportunities, and assuring that all needs of the urban forest are recognized and addressed.

(b) The Council shall oversee periodic updates to the Plan and evaluate the effectiveness of agencies in reaching the Plan's goals.

(c) Prior to adoption of the Plan or amendment thereto, the Council shall forward the plan and amendments to affected city agencies for review.

(d) The Council shall work with the Planning Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the City's General Plan.

(e) The Council shall work with the Recreation and Park Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the Recreation and Park Department's forestation plans.

Section 1205. PUBLIC EDUCATION AND OUTREACH.

(a) To improve management by individual property owners and those who provide tree services to property owners, the Council shall assist with education programs. The Council shall design education programs for the public and tree care professionals to inform and gain public support for urban forestry programs.

(b) The Council shall promote trees as essential infrastructure with inherent value to the City of San Francisco. As infrastructure, trees will require consideration when designing and engineering public and private development projects.

(c) The Council shall promote an understanding of San Francisco's urban forest as habitat for the wild animals that make up a significant part of San Francisco's natural heritage.

(d) The Council's outreach shall include, but not be limited to, the following:

(1) Fostering an understanding of the value of trees;

(2) Promoting public understanding of City tree programs and laws;

(3) Working with the media to bring urban forestry concerns and information to the public;

(4) Facilitating presentations, programs, and other outreach to property owners and the business and corporate community; and

(5) Promoting special events such as a citywide Arbor Day.

Section 1206. BEST MANAGEMENT PRACTICES.

(a) In an effort to establish and maintain a healthy and sustainable urban forest and ensure public health and safety, the Council shall develop and adopt tree care best management practices for public and private trees. The practices for tree maintenance shall focus on the protection of trees from premature death and irreversible damage caused by improper or inadequate tree maintenance.

(b) The Council shall develop the best management practices in consultation with affected City agencies and with input from interested members of the public. The Council's evaluation of such practices shall incorporate an analysis of the projected costs for implementation of the practices. The best management practices shall include, but not be limited to, the following:

(1) Species selection;

(2) Planting practices;

(3) Young tree care;

(4) Tree pruning and maintenance; and

(5) Tree removal.

(c) The Council, with the assistance of the Board of Supervisors, shall urge and encourage City, State, and federal agencies, as well as private property owners and tree care companies working in San Francisco, to adhere to the Council's management practices and tree care standards.

>Section 1207. FUNDING ASSESSMENT.

(a) The Board of Supervisors shall make efforts to provide adequate funding for the Department of the Environment's support of the Council.

(b) In the event funding is not allocated by the City and County of San Francisco for staffing the Council, the Council shall pursue funds for any shortfall in the necessary staffing and support activities and additional funds for any other project it deems necessary to implement this legislation.

(c) To ensure that adequate resources are available for tree management and that public funding is used wisely, the Council shall:

(1) Review urban forestry program budget priorities and make recommendations about urban forestry funding requirements to the Mayor, Board of Supervisors, and affected city departments and commissions;

(2) Investigate and pursue funding options for various urban forestry activities;

(3) Assist agencies and organizations in securing funding for urban forestry programs;

(4) Apply for and accept grants for public agency or privately sponsored urban forestry programs pursuant to the procedures in the Administrative Code; and

(5) Determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through city-wide coordination of tree operations.

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES.

(a) A coordinator from the Department of the Environment shall staff the Council. The coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;

(2) Developing and drafting guidelines for adoption;

(3) Preparing staff and annual reports;

(4) Coordinating with other agencies; and

(5) Develop an annual city-wide tree management budget for local governmental agencies

(b) The coordinator is essential in order to implement the intent of this legislation.

Section 1209. REPORTING RESPONSIBILITY.

(a) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest. The report shall contain a review the quality of urban forest stewardship and an assessment of how well public agencies and other urban forest managers are implementing the Urban Forest Plan. The report shall include, but not be limited to, the following:

(1) Condition of the urban forest, species composition, and other tree stand characteristics;

(2) Summary of urban forestry activities, such as total number of trees, number of trees removed, and number of trees planted on private lands and under the jurisdictions of public agencies and non-profit organizations.

(3) Analysis of the adherence to the Urban Forest Plan;

(4) Analysis of the adherence to the best management practices;

(5) The Council's public education and outreach projects;

(6) Notable achievements in urban forestry;

(7) The status of funding for urban forestry programs; and

(8) Proposals for tree care guidelines or changes to adopted tree care programs or plans.

(b) City agencies and any non-profit organizations that accept city funding shall report to the Council regarding the trees they manage, the extent to which their management plans correspond to the Urban Forest Plan, and implementation of the best management practices. The Council shall receive the report no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees they manage.

(c) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forest Plan or best management practices shall explain their reasoning at a public hearing before the Council.

(d) Within ninety (90) days of the Council's establishment, the Council shall adopt procedures to address the public hearing process specified in Subsection (c) above.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney
By:
JOHN D. MALAMUT, Deputy City Attorney

Funding Committee Discussion on Priority Action Steps
July 3, 2007 Meeting

Member Milne stated that the Planning Committee recommended funding for Priorities 2, 5 and 9 as listed in the March 15, 2007 Planning and Policy Committee Meeting Minutes. Committee Members held a discussion on **Priority 2 Action Item 5. The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.** Member Marks stated that agencies that are involved with tree planting and maintenance include the Urban Forestry Council, Friends of the Urban Forest and the Mayor's Greening Initiative. It was reported that Green Connect that was started by the Mayor has a partnership with the Giants to plant trees. Member Marks stated that he is unsure of the fundraising that is being done by the Mayor for City offices and what fundraising is being done for non-profits such as Green Connect. Member Milne stated that he would be contacting Mr. Sider, Director of Greening to request a report. Member Marks stated that it is difficult to compete with other fundraising that is currently being done, and the Urban Forestry Council who has a low level of funding does not seem to be a priority within the City government.

Committee members discussed identifying the type of partnerships that they should be pursuing. Member Milne stated that the partnerships that we know about are the ones from the Mayor's Office. Member Milne indicated that from previous conversations he has held with Mr. Sider, the Director of Greening, it appeared that his focus was related to planning, e.g. adding greening elements to permits for big development projects. Member Milne stated that he does not know what the Council can do to promote funding partnerships in the public/private aspect that the Mayor's Office is not already doing on a larger scale, e.g. the Giants planting trees. Member Marks suggested looking to the Recreation and Park Department for a partnership. Member Milne inquired about the Recreation and Park Department's current partnerships. Member Nervo indicated that The Parks Trust is the non-profit partner to the Conservatory of Flowers and the San Francisco Botanical Garden Society is the non-profit partner to the San Francisco Botanical Garden.

Ms. Anne Eng, Department staff suggested that the Funding Committee create a comprehensive matrix of various components of tree planting and maintenance that is going on by different agencies in order to identify where the gaps might be. Then a focus could be made on what funding to pursue for what aspect of the urban forest. Ms. Eng also requested that Member Marks, Ms. Shawn Rosenmoss, Department Fundraising Coordinator and herself set up a meeting this month to discuss potential fundraising. Member Marks stated that there should be an understanding of what money the City has for tree planting and maintenance and how it is allocated. It was stated that the federal government allocated 11 million dollars for planting trees, but no one explained where the money came from or how it was being used. Member Marks requested that Mr. Sider provide an informational report on how federal government funding is being allocated for trees.

The Committee discussed **Priority 5: Action Item 8. Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.** Member Milne stated that Supervisors are receiving community input about implementing green programs in their districts, and programs such as Clean and Green specific to neighborhoods have been set up. Member Milne stated that there has been discussion about Council Members attending the Supervisors' monthly community meetings to discuss planting more trees in particular neighborhoods and to increase public awareness; however, these efforts do not provide funding to implement the programs.

The Committee discussed **Priority 9: Action Item 7. The City of San Francisco should update the list of recommended trees.** The Planning Committee had recommended that the Funding Committee discuss how to attain funding for development of outreach material and hold a discussion on how to coordinate the dissemination of information. Member Milne stated that the intention is to develop the

Recommended Street Tree List into a brochure instead of just a computer list. It was stated that Member Miller was discussing the possibility of developing a brochure with PG&E, but was not successful in this effort. Member Marks stated that it is hard to understand the relationship with Friends of the Urban Forest, Green Connect, the Mayor's Greening Initiative and Department of Public Works (DPW) in order to coordinate efforts. It was stated that the Urban Forestry Council cannot approach foundations for funding or to develop outreach material because the Committee does not know whether the Mayor's Office, Friends of the Urban Forest, or Green Connect has already made the effort. Member Marks stated that there does not seem to be coordination between different agencies, and the entire purpose of the Urban Forestry Council is for there to be coordination. Member Milne stated that he would talk to Mr. Sider about providing an informational report at a future meeting and that an informational matrix might provide a clearer understanding of coordination between agencies. It was stated that the Council's role at this time may be to just analyze activities, make suggestions, and to participate more in what it is capable of doing.

Ms. Eng suggested that the new staff person or a summer intern could review all the different agency budgets in order to provide funding recommendations, and suggested that the Committee's efforts be focused more on private funding efforts. Member Marks recommended that the Mayor's Office disseminate their efforts with other agencies to the Urban Forestry Council so the Council could better plan their efforts. Ms. Eng stated that the Department's role is to help facilitate and to look at different components. It was stated that one of the responsibilities listed in the job description for the new Urban Forest staff member is to help incorporate the Urban Forest Plan components into the Better Streets planning effort.

Member Marks suggested contacting Friends of the Urban Forest (FUF) and DPW to understand the role the Council and the Funding Committee can have to help develop the Recommended Street Tree List into a more formal document. Ms. Eng stated that at the previous Funding Committee meeting, a discussion was held on developing a web resource for the Recommended Street Tree List. It was stated that it would take resources to develop a new web page and/or to setup a link to FUF or DPW's current web page. Ms. Eng recommended complimenting the electronic information or printed form by working on establishing a physical location, e.g. a nursery with an area where the public could view trees that are recommended for planting and where they could access tree care information. Ms. Eng stated that there are existing resources that could be shared more effectively with additional support, and this Council can provide that coordination role, information dissemination, and collection. It was stated that most foundations would prefer providing funding for planting trees versus providing funding for coordinating efforts to plant trees. Member Marks stated that a lot of funders would want credit that they could better receive from signing on with the Mayor's Office.

No action was taken on this item. The priorities determined by Committee members included identifying current funding for tree planting and maintenance by holding discussions with other agencies (Mayor's Office and FUF) and by developing a matrix to track Department budget funds that apply to urban forestry. A discussion was held on creating a formalized Recommended Street Tree List either in electronic or in print form and disseminating the information, but no conclusive information was available.

Priority Action Steps Discussion from the March 15, 2007 Planning and Policy Committee Meeting

Priority 1: Action Item 1. The City of San Francisco should develop a citywide set of standards and best management practices for tree selection, purchase, installation and care.

Member Habert asked to identify who "The City of San Francisco" is as noted above. Chair Sacamano indicated that it could be substituted with the Urban Forestry Council and that follow-through would be required by different departments. Member Costello stated that Departments could provide review and acceptance of standards, tree selection, installation and care.

A discussion was held on encouraging Mr. Daniel Sider, the Greening Director, to participate in Urban Forestry Council meetings in order to coordinate efforts and present regular reports. It was suggested that Mr. Sider be invited to future Planning and Policy Committee meetings. Urban Forestry Specialist Ma advised that Mr. Sider would be making a presentation at the March 23, 2007 Urban Forestry Council meeting on current projects.

Public Comment. Urban Forestry Council Chair Milne suggested that Mr. Sider be presented the Priority List at the March 23 Urban Forestry Council Meeting and that the Council should ask how he could help in the implementation of these items. Member Costello suggested asking Mr. Sider for his priority list.

Chair Sacamano stated that the tree care segment of this action item has been completed through adoption of the Pruning Standards. It was recommended that Mr. Sider be consulted on amending the Planning Code on land uses that require street tree planting and minimum planting size requirements when a building permit is submitted that would address the tree selection and installation section of this item. Chair Sacamao offered to survey DPW's landscape architecture group as to their specifications for planting material.

Public Comment: Urban Forestry Council Member Blair asked to include a requirement of adding a certain percentage of large mature trees to large developments. It was recommended that using structural soil be required during installation. Chair Sacamano and Member Costello discussed major problems with using structural soil.

Priority 2: Action Item 5. The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.

Chair Sacamano stated that funding for tree planting is happening through the Mayor's Greening Initiative but maintenance is not being addressed adequately all the way from City agencies having the resources to what is happening to privately maintained trees and Port tree care on private trees.

Committee members recommended forwarding this item directly to the Funding Committee.

Priority 3: Action Item 6. The City of San Francisco should establish one or more goals for the urban forest and monitor the results periodically.

Goal is to try to increase canopy cover from the current 12% to 15% by 2010 and an assessment will be made using the UFORE analysis.

Member Costello stated that the Mayor's Office of Greening is working on a greater canopy cover throughout the city by planting, but not so much by maintenance. It was stated that this item could not be done independently of another entity. Member Costello recommended that the Urban Forestry Council coordinate with other groups such as the Mayor's Office and Friends of the Urban Forest to identify a goal that can be monitored relative to canopy cover throughout the City. Chair Sacamano advised that the one goal that is being monitored is the Mayor's Office goal of planting 5,000 trees a year.

Public Comment: Ms. Blair recommended monitoring the number of trees that are being planted and taken out.

Priority 4: Action Item 2. The City of San Francisco should protect existing trees from and during development.

Action has been taken on this item:
The Board of Supervisors has enacted the Tree Protection Ordinance that enables the Planning Department to set forth a requirement that private property trees be disclosed as part of the building permit application process.

Priority 5: Action Item 8. Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.

Tree planting programs are currently being implemented as part of the Mayor's Office Greening Initiative, through the Department of Public Works, and Friends of the Urban Forest.

Chair Sacamano advised that the Department of Public Works, as part of the Mayor's Greening Initiative, is planting in the Bayview and the Mission Districts and discussed the resistance from property owners and residents in the Mission District because of the crime potential. Chair Sacamano recommended that the Council provide community outreach education about tree planting programs through community meetings or other methods.

Public Comment: Urban Forestry Council Chair Milne recommended that already scheduled community meetings include an urban forestry component. Chair Sacamano discussed the possibility of an Urban Forestry Council Outreach Committee. It was stated that funding would be required for this type of effort and could be discussed further at the Funding Committee.

Priority 6: Action Item 3. The City of San Francisco should establish a goal of no net loss of trees on public and private property.

Committee Members stated that City policy should be established for this item. Urban Forestry Specialist Ma stated that no net loss would require a definition. Member Costello stated that you would not have a net loss if you are increasing canopy cover.

Public Comment: Urban Forestry Council Chair Milne recommended consulting with Mr. Daniel Sider on how to approach this item, whether to create a Resolution to forward to the Board of Supervisors or another alternative.

Priority 7: Action Item 4. City of San Francisco departments should institute a comprehensive reforestation program in City parks and public institutions.

Member Costello and Chair Sacamano recommended identifying which institutions this item would apply to. Chair Sacamano stated that his interpretation would be that this item would apply to parks and park like grounds. It was recommended that an inquiry letter be sent to the San Francisco Public Utilities Commission and the Recreation and Park Department to describe their reforestation program and to larger educational campuses and hospitals asking them to describe their planting program and policy. Chair Sacamano suggested contacting the Planning Department or the Director of Greening to find out what the land use classifications are that would apply to this item.

Priority 8: Action Item 9. The City of San Francisco should engage the SF Unified School District, Parent Teacher Associations and community groups to develop tree planting and care programs.

Chair Sacamano stated that this item is a funding issue for the School District as they do not have available staff. It was recommended that a letter be sent to a School District representative or an organization associated with the School District, e.g. the Green Schoolyard Alliance asking them what they are doing and to invite them to attend a Planning and Policy Committee meeting to discuss this item. Urban Forestry Specialist Ma reported that she had heard that a lot of the schools are receiving funding to relandscape through a bond measure that was passed in San Francisco, and that the Council could advise them on what trees would be appropriate.

Public Comment: Urban Forestry Council Chair Milne recommended that tree planting and care programs could be a part of the School District's gardening program.

Priority 9: Action Item 7. The City of San Francisco should update the list of recommended trees.

Action has been taken on this item through the Urban Forestry Council's development and adoption of San Francisco's Recommended Street Tree List. Next steps would be to forward the Street Tree List to the Funding Committee for development of outreach material and discussion of how to coordinate the dissemination of information.

July 18, 2007 Planning and Policy Committee Meeting Excerpt on Priority Action Steps

Funding Committee Member Milne discussed the Funding Committee's discussions on priority action steps that were recommended by the Planning and Policy Committee. One of the action steps included publicizing the tree species list through brochures and handouts, but a funding source had not been identified. Other priorities included identifying a funding source for tree maintenance, which there should be a City initiative for, as it would require the Supervisors or Mayor to make this work. Chair Milne stated that he felt that there was not much the Council could do and recommended that this agenda item be filed, as the issues are insolvable in Committee meetings. Chair Short stated that the Council should continue to raise flags and initiate resolutions to get the ear of Supervisors. Chair Short reported that the Mayor was discussing tree maintenance at Arbor Day. Chair Milne suggested that the Council try to get more publicity surrounding these issues.

proposal is made in order to go forward. Vice-Chair Quirke suggested that since the Council did not have a particular proposal to consider today, that this item should be continued to a future meeting.

Member Cohen requested an example of a time when the Council was not productive and if had worked towards a consensus would have been more effective. Vice-Chair Quirke stated that discussion of the Landmark Tree Ordinance and working towards putting together an agreement that could be brought to the Board of Supervisors on time was an example. It was explained that the Council's comments were not focused towards how the Ordinance could be improved and were not forwarded to the Board of Supervisors efficiently. The Board of Supervisors moved ahead without the Council's input because the Council did not send any comments forward on time even after many meetings on the topic. Member Cohen agreed that the Council had not been effective, but did not agree that there was a lack of focus. Vice-Chair Quirke stated that had the Council been able to reach an agreement, they would have been more effective in getting a proposal enacted. Vice-Chair Quirke stated that he would be interested in using consensus techniques for future proposals.

Chair Milne reported that this item would be continued to the October 23, 2007 meeting for further discussion and for background material to be provided.

4. **Urban Forestry Council's Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Explanatory Document: Urban Forest Plan (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke asked that Council Members review the Urban Forestry Council Ordinance (Chapter 12 of the Environment Code) and the Urban Forest Plan so that an agreement can be made as to the definition of the urban forest in order to develop a Work Plan for 2008. It was stated that the Council is currently a reactive body to issues that have come up from the Board of Supervisors or elsewhere. Vice-Chair Quirke recommended that the Council at future meetings discuss what issues are coming up and how to address those issues in order to set goals, objectives, and strategies to meet goals. The importance of having a mechanism to check accomplishments and pending work to reach goals was noted. Chair Milne suggested that projected timelines for reaching goals be included as part of the Work Plan. Council Members provided their comments on Work Plan items for 2008. Suggestions included:

- Monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and Mr. Dan Sider, Director, Mayor's Office of Greening, in order to discuss the Council's activities and provide monthly updates (KQ).
- Better Streets Plan, Wastewater Management Plan (BS) and Planning Department's Urban Forest Master Plan involvement (MM).
- Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee (MM and TM).
- Review last year's work plan for carry-over items (MM).
- Create a flowchart and checklist of work plan items (JC).
- Involvement in other City projects that Council members and other City agencies are working on; e.g., Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening (BS).
- Discussion of the effects of pine pitch canker on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees. SFPUC does not have resources to attend to establishment and planting of new trees as a result (MS).
- Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers (MM and JC). Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes, create educational programs and certification requirements,

and help public agencies enforce laws so that private property owners and contractors do not damage trees (MM).

- Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration (KQ).
- Sidewalk pocket parks and green belts. Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground through written articles, etc. (JC).
- Discuss Council's interactions with other City Hall agencies. Public outreach through written articles to newspapers (TM).
- Work with bicyclists and pedestrians to create better streets. Study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. Share ideas from other countries (BS).
- Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on further MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places (MM). Create Resolutions and make presentations to Commissions to pay attention to these issues (TM). Discussion of City subcontracting and the public process (JC).

The Work Plan for 2008 would be discussed at the Planning and Funding Committee at their October 18, 2007 and then brought back to the full Council for further discussion at their October 23, 2007 meeting.
Planning and Funding Committee

5. **Board of Supervisors Legislative Process Training/Workshop.** An informational report will be given on a citywide legislative process training/workshop tentatively scheduled for this year. (Explanatory Document Legislative Process Handbook (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/handbook/legislative_process.pdf). (Informational Report and Discussion)

Ms. Fish reported that Ms. Kay Gulbengay, Deputy Clerk for the Board of Supervisors Office indicated that she may be formulating a City-wide legislative process training/workshop for Commissioners, Council Members, etc. that may be available by the end of October. However, the workshop is tentative at this time, and more information would be forwarded to Council members once it becomes available. For additional information on the legislative process, Ms. Gulbengay is available to answer questions on Monday and Thursday afternoons at the Board of Supervisors Office or by email Kay.Gulbengay@sfgov.org. Vice-Chair Quirke asked if the legislative training session would be open to the public. Ms. Fish stated that she believes it would be open to the public in accordance with Sunshine Ordinance rules.

Transcript on the Legislative Process

Mr. Tom Owen, Deputy City Attorney, stated that he has been working with the City Attorney's Office for the past twenty-six years preparing legislation either directly with the Board of Supervisors or for City departments, the Mayor's Office, and the Controller's Office. Mr. Owen explained that San Francisco is the only city in California set up as a consolidated City and County and one of the few in the country. Also as a chartered city, under state constitution, San Francisco has the ability to adopt a charter for local governments which gives us a great deal of autonomy compared to general cities within the state which are governed by state statutes adopted in Sacramento.

The local legislative process is governed in San Francisco's Charter. Charter amendments are adopted pursuant to state law--they have to be submitted by the Board of Supervisors or by a group of citizens who circulate a petition and approved by the voters. Most City legislation is adopted by the Board of Supervisors. There are three kinds of enactments that the Board of Supervisors can pass—ordinances, resolutions, and

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

REGULAR MEETING
DRAFT MINUTES

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draft

Thursday, November 15, 2007, 4:00 p.m.
Department of the Environment Eco-Center
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:07 p.m. Present: Chair Short; Members Evans, Marks, and Milne; Excused: Members Miller, Quirke and Sherk.

2. **Approval of Minutes of the July 3, 2007 Urban Forestry Council Funding Committee Meeting and October 18, 2007 Planning and Funding Committee Regular Meeting** (Explanatory document: Approved Minutes of the July 3, 2007 Funding Committee (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=63734 and October 18, 2007 Planning and Funding Committee Meetings (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=70263 (Discussion and Action). Upon Motion by Member Milne and second by Member Marks, the July 3 and October 18, 2007 Meeting Minutes were approved without objection (AYES: Chair Short, Members Evans, Marks and Milne; Absent: Members Miller, Quirke and Sherk).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf) (Continued from the October 18, 2007 Meeting)

   Chair Short reported that the original intent of reviewing the Annual Listing of Active City Boards, Committees, and Task Forces was to review which bodies were similar in form to the Council and then to contact them to determine methods they use that are effective in interfacing with the Board of Supervisors so the Council can be more relevant. Chair Short suggested that the Committee could invite one or two members from another agency to a meeting to provide an informational report. Chair Milne suggested calling the contact person from six bodies that seem conducive to what the Committee may want to discuss and ask questions. Member Marks suggested contacting effective agencies such as the Local Agency Formation Commission (LAFCo), Sunshine Ordinance Task Force, Park, Recreation and Open Space Advisory Committee (PROSAC), and Small Business Commission. Chair Short reported that the Green Vision Council had similar functions, but is no longer active. It was suggested that the Green Building Task Force be contacted as LEED is considering streetscapes as part of green building. Chair Short stated that there are not a lot of bodies that have a similar scope to the Urban Forestry Council. A discussion was held on what type of information should be asked of the agencies that includes:

- Member Marks recommended researching which staff member is assigned to the agency as well as the number of staff assigned.
- Member Evans stated that consideration should be given to the relationship of the next tier of decision makers to their advisory board.
- Member Milne suggested asking what type of communication method is used; e.g., if letters are sent, phone calls made, meetings scheduled and its effectiveness. Chair Short—does the agency interact through regular meetings or through passing resolutions?

Member Marks stated that it is difficult to determine who the Council's primary audience is when the Council is advisory to the Mayor, the Board of Supervisors, City Departments, and Commissions, which is just about everybody in the City. Member Marks requested more specificity as to how the Department of the Environment and the Commission look to the Council for advice and involvement. Chair Milne stated that the Director and Deputy Director had previously attended meetings to give informational reports. Chair Short stated that interaction with the Commission on the Environment is not specifically called out in the Bylaws. The Task Force Secretary stated that presentations or agenda topics could be scheduled before the Commission. Chair Short suggested that the Committee hold a discussion with the Commission on the Environment as the Council and Commission are the most directly related.

Public Comment: Member Blair suggested contacting groups outside of San Francisco that are successful such as the Los Angeles TreePeople. Chair Short stated that TreePeople is a non-profit group so would not qualify as a similar group to the Council.

Chairs Short stated she would be contacting agencies for their input and then have the Council consider recommendations. It was suggested that after discussions with other groups, the Committee should review the bylaws to see what has to be modified, clarified, or eliminated. Chair Milne stated that he would review the bylaws to determine future action. Member Evans suggested that the Council play a role in the Planning Department's work on plans that include trees as part of the streetscape (e.g., the Better Streets Plan, the Market Street Octavia Plan) as it refers to maintenance, tree selection, or proper design of tree facilities. Chair Milne stated that the Council did have a presentation from the Redevelopment Agency on the Transbay Plan and the Council's Planning Department member has been working on integrating the Council's Urban Forest Plan into the City's General Plan. Chair Milne stated that there would be a presentation at the Council's December 14 meeting on the Better Streets Plan and how it relates to Urban Forestry Council work.

Member Marks stated that he was concerned with the requirements outlined in the Bylaws that the Council would report on the state of the urban forest and ensure that agencies are following best management practices. It was stated that other entities are not submitting their reports so it is difficult to assess an entire picture of the state of the urban forest. Member Marks recommended researching how to make this requirement work as part of the Annual Work Plan for 2008. It was suggested that the Urban Forest Coordinator send notifications to city agencies and non-profits requesting that they do their reporting and then follow-up with the agencies if necessary. Chair Short stated that department representatives that serve on the Council should be responsible for their agencies submitting their reports. Chair Milne suggested following up with department representatives to make sure reports are being submitted. Member Evans suggested creating a form to send to all agencies requesting information. Council Coordinator Hui indicated she would research examples of past practices.

Continued to the December 20, 2007 meeting.

4. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Documents: Urban Forest Plan (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf, Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc and Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171 (Continued from the October 18, 2007 Meeting).

   Chair Short stated that the Planning and Funding Committee's selection of work plan items would be sent to the full Council for approval and then recommendations would be made for the Environmental Assistant/Coordinator's role. Coordinator Hui stated that she had contacted all the City agencies to determine what their programs and program budgets were in order to prepare a State of the Urban Forest report and received responses from some agencies and no response from others. Work plan items discussed included:

   - Monthly/regular meetings between the Council Chair, Board of Supervisors member, and Mayor's Office representative.
   - Involvement and review the Planning Department's Plans as they are being developed; e.g., Better Streets Plan, Urban Forest Plan, neighborhood plans (as called out in the Bylaws). Member Marks recommended that the Council hold regular meetings during development of the plan. Member Evans recommended that Council members be involved in the Planning Department's process by attending their meetings, etc. Chair Milne recommended that the Council receive notices for all public meetings on relevant plans.
   - Coordinator to inform the Council of Board of Supervisors/Committee/agency meetings that might involve the Council and be placed on their meeting mailing lists.
   - Urban Forest Plan Action Steps: Expand the Street Tree List to include planting recommendations for private property trees and possibly hold public forums to provide recommendations.

   Public Comment: Council Member Blair (1) stated that agencies such as ISA and SF Trees have comprehensive street tree lists; (2) does not understand the emphasis on native trees when we have so few, and there are such a vast variety of large mature trees that are non-native; and (3) indicated that Sunset Magazine lists trees that can be planted in particular zones.

   Member Marks left the meeting at this time. This item was continued to the December 20, 2007 meeting due to loss of quorum.

5. **Role of the Urban Forestry Council's Environmental Assistant.** The Planning Committee will discuss their vision for the role for the Environmental Assistant and make recommendations to the Department of the Environment (Discussion and Action). (Continued from the October 18, 2007 Meeting).

   This item was continued to the December 20, 2007 meeting due to a loss of quorum.

6. **New Business/Future Agenda Items.** (Discussion). This item was not heard due to a loss of quorum.

7. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment.

8. **Adjournment:** The Planning and Funding Committee Meeting adjourned at 5:07 p.m. because of a loss of quorum.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

REGULAR MEETING
APPROVED MINUTES

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Thursday, November 15, 2007, 4:00 p.m.
Department of the Environment Eco-Center
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:07 p.m. Present: Chair Short; Members Evans, Marks, and Milne; Excused: Members Miller, Quirke and Sherk.

2. **Approval of Minutes of the July 3, 2007 Urban Forestry Council Funding Committee Meeting and October 18, 2007 Planning and Funding Committee Regular Meeting** (Explanatory document: Approved Minutes of the July 3, 2007 Funding Committee (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=63734 and October 18, 2007 Planning and Funding Committee Meetings (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=70263 (Discussion and Action). Upon Motion by Member Milne and second by Member Marks, the July 3 and October 18, 2007 Meeting Minutes were approved without objection (AYES: Chair Short, Members Evans, Marks and Milne; Absent: Members Miller, Quirke and Sherk).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of these documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/ufluforidinance.doc, and Annual Listing of Active City Boards, Committees, and Task Forces and Requirement of Membership (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/Vacancy_Notices/2007_maddy_act_activeboards.pdf) (Continued from the October 18, 2007 Meeting)

   Chair Short reported that the original intent of reviewing the Annual Listing of Active City Boards, Committees, and Task Forces was to review which bodies were similar in form to the Council and then to contact them to determine methods they use that are effective in interfacing with the Board of Supervisors so the Council can be more relevant. Chair Short suggested that the Committee could invite one or two members from another agency to a meeting to provide an informational report. Chair Milne suggested calling the contact person from six bodies that seem conducive to what the Committee may want to discuss and ask questions. Member Marks suggested contacting effective agencies such as the Local Agency Formation Commission (LAFCo), Sunshine Ordinance Task Force, Park, Recreation and Open Space Advisory Committee (PROSAC), and Small Business Commission. Chair Short reported that the Green Vision Council had similar functions, but is no longer active. It was suggested that the Green Building Task Force be contacted as LEED is considering streetscapes as part of green building. Chair Short stated that there are not a lot of bodies that have a similar scope to the Urban Forestry Council. A discussion was held on what type of information should be asked of the agencies that includes:

- Member Marks recommended researching which staff member is assigned to the agency as well as the number of staff assigned.
- Member Evans stated that consideration should be given to the relationship of the next tier of decision makers to their advisory board.
- Member Milne suggested asking what type of communication method is used; e.g., if letters are sent, phone calls made, meetings scheduled and its effectiveness. Chair Short—does the agency interact through regular meetings or through passing resolutions?

Member Marks stated that it is difficult to determine who the Council's primary audience is when the Council is advisory to the Mayor, the Board of Supervisors, City Departments, and Commissions, which is just about everybody in the City. Member Marks requested more specificity as to how the Department of the Environment and the Commission look to the Council for advice and involvement. Chair Milne stated that the Director and Deputy Director had previously attended meetings to give informational reports. Chair Short stated that interaction with the Commission on the Environment is not specifically called out in the Bylaws. The Task Force Secretary stated that presentations or agenda topics could be scheduled before the Commission. Chair Short suggested that the Committee hold a discussion with the Commission on the Environment as the Council and Commission are the most directly related.

Public Comment: Member Blair suggested contacting groups outside of San Francisco that are successful such as the Los Angeles TreePeople. Chair Short stated that TreePeople is a non-profit group so would not qualify as a similar group to the Council.

Chairs Short stated she would be contacting agencies for their input and then have the Council consider recommendations. It was suggested that after discussions with other groups, the Committee should review the bylaws to see what has to be modified, clarified, or eliminated. Chair Milne stated that he would review the bylaws to determine future action. Member Evans suggested that the Council play a role in the Planning Department's work on plans that include trees as part of the streetscape (e.g., the Better Streets Plan, the Market Street Octavia Plan) as it refers to maintenance, tree selection, or proper design of tree facilities. Chair Milne stated that the Council did have a presentation from the Redevelopment Agency on the Transbay Plan and the Council's Planning Department member has been working on integrating the Council's Urban Forest Plan into the City's General Plan. Chair Milne stated that there would be a presentation at the Council's December 14 meeting on the Better Streets Plan and how it relates to Urban Forestry Council work.

Member Marks stated that he was concerned with the requirements outlined in the Bylaws that the Council would report on the state of the urban forest and ensure that agencies are following best management practices. It was stated that other entities are not submitting their reports so it is difficult to assess an entire picture of the state of the urban forest. Member Marks recommended researching how to make this requirement work as part of the Annual Work Plan for 2008. It was suggested that the Urban Forest Coordinator send notifications to city agencies and non-profits requesting that they do their reporting and then follow-up with the agencies if necessary. Chair Short stated that department representatives that serve on the Council should be responsible for their agencies submitting their reports. Chair Milne suggested following up with department representatives to make sure reports are being submitted. Member Evans suggested creating a form to send to all agencies requesting information. Council Coordinator Hui indicated she would research examples of past practices.

Continued to the December 20, 2007 meeting.

4. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Documents: Urban Forest Plan (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf, Priority Action Steps Discussions (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc and Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171 (Continued from the October 18, 2007 Meeting).

Chair Short stated that the Planning and Funding Committee's selection of work plan items would be sent to the full Council for approval and then recommendations would be made for the Environmental Assistant/Coordinator's role. Coordinator Hui stated that she had contacted all the City agencies to determine what their programs and program budgets were in order to prepare a State of the Urban Forest report and received responses from some agencies and no response from others. Work plan items discussed included:

- Monthly/regular meetings between the Council Chair, Board of Supervisors member, and Mayor's Office representative.
- Involvement and review the Planning Department's Plans as they are being developed; e.g., Better Streets Plan, Urban Forest Plan, neighborhood plans (as called out in the Bylaws). Member Marks recommended that the Council hold regular meetings during development of the plan. Member Evans recommended that Council members be involved in the Planning Department's process by attending their meetings, etc. Chair Milne recommended that the Council receive notices for all public meetings on relevant plans.
- Coordinator to inform the Council of Board of Supervisors/Committee/agency meetings that might involve the Council and be placed on their meeting mailing lists.
- Urban Forest Plan Action Steps: Expand the Street Tree List to include planting recommendations for private property trees and possibly hold public forums to provide recommendations.

Public Comment: Council Member Blair (1) stated that agencies such as ISA and SF Trees have comprehensive street tree lists; (2) does not understand the emphasis on native trees when we have so few, and there are such a vast variety of large mature trees that are non-native; and (3) indicated that Sunset Magazine lists trees that can be planted in particular zones.

Member Marks left the meeting at this time. This item was continued to the December 20, 2007 meeting due to loss of quorum.

5. **Role of the Urban Forestry Council's Environmental Assistant.** The Planning Committee will discuss their vision for the role for the Environmental Assistant and make recommendations to the Department of the Environment (Discussion and Action). (Continued from the October 18, 2007 Meeting).

This item was continued to the December 20, 2007 meeting due to a loss of quorum.

6. **New Business/Future Agenda Items.** (Discussion). This item was not heard due to a loss of quorum.

7. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment.

8. **Adjournment:** The Planning and Funding Committee Meeting adjourned at 5:07 p.m. because of a loss of quorum.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: December 20, 2007

City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

*Rescheduled Meeting Notice

Thursday, December 20, 2007, 4:15 P.M.
City Hall, Room 408
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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12/20/07

*The Thursday, December 20, 2007, 4:00 p.m. Regular Meeting of the Urban Forestry Council Planning and Funding Committee that regularly meets at 11 Grove Street, has been **Rescheduled to Thursday, December 20, 2007 at 4:15 p.m.** and **will be held at City Hall, Room 408.** An agenda will be published at least 72 hours before the meeting. For additional information, please contact Monica Fish, Council Secretary at (415) 355-3709 or by email at Monica.Fish@sfgov.org. An agenda may also be accessed on the website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61013.

Posted: December 5, 2007

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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***Rescheduled Meeting Notice and Agenda**
Thursday, December 20, 2007, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place, San Francisco, CA

***The Thursday, December 20, 2007 meeting is rescheduled because it will be held in Room 408, City Hall (and not at the Department of the Environment, 11 Grove Street) and will begin at 4:15 p.m. (instead of 4:00 p.m.)**

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

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#1
12/20/07

1. **Call to Order and Roll Call**
2. **Approval of Minutes of the November 15, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the November 15, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=71827)
3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the November 15, 2007 Meeting).
3. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action). (Explanatory Documents: Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171, and November 15, 2007 Meeting Minutes (see Item 2) (Continued from the November 15, 2007 Meeting).
4. **Role of the Urban Forestry Council's Environmental Assistant.** Discussion of the Committee's vision for the role for the Environmental Assistant and recommendations to the Department of the Environment (Discussion and Action). (Continued from the November 15, 2007 Meeting)
5. **Review of Street Tree List adopted by the Urban Forestry Council in 2006** (Discussion and Possible Action) (Explanatory Documents: Resolution 012-06-UFC adopting Street Tree List and Recommended Street Tree List (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/Res012-06-UFCStreetTreeList.PDF)
6. **Planning and Funding Committee's Meeting Location for 2008** (Discussion).
7. **New Business/Future Agenda Items.** (Discussion)
8. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meetings will be held at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room, San Francisco, CA. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013**: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org** within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.
When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary

TEL: (415) 355-3709 FAX: (415) 554-6393
Posted: December 13, 2007

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

Bylaws Adopted on August 28, 2007

URBAN FORESTRY COUNCIL
BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

The Council membership consists of fifteen representatives from local, state and federal agencies, non-governmental organizations, technical experts and the public. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:
- a) An inventory of physical resources and existing programs.
- b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
- c) A benefit/cost analysis.
- d) Recommendations for future policy, operational and legislative actions.
- e) Best Management Practices

(2) Facilitate coordination among agencies with tree management responsibilities.

- a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
- b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
- c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
- d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
- e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

- a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

    i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that include~~s~~ consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have seven members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make

recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters

authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

(Document #1) --Urban Forest Council Ordinance

Ordinance amending the San Francisco Environmental Code Chapter 12 to create an Urban Forestry Council and to delineate powers and duties for such Council.

Chapter 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE — URBAN FORESTRY COUNCIL

Section 1201. SCOPE OF AUTHORITY

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION

Section 1203. RESPONSIBILITIES

Section 1204. URBAN FOREST PLAN

Section 1205. PUBLIC EDUCATION AND OUTREACH

Section 1206. BEST MANAGEMENT PRACTICES

Section 1207. FUNDING ASSESSMENT

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES

Section 1209. REPORTING RESPONSIBILITY

Chaper 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE — URBAN FORESTRY COUNCIL.

(a) It is the intent of the Board of Supervisors to form an Urban Forestry Council that will protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future. The Board also intends to replace any existing tree advisory bodies that the Board of Supervisors has created through legislation.

(b) The purpose of the Council is to guide the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety.

(c) To meet this purpose, the Council shall work with all the affected stakeholders to:

(1) Develop and adopt a comprehensive urban forest plan;

(2) Educate the public on urban forestry issues;

(3) Develop and adopt tree care standards;

(4) Identify funding and staffing needs and opportunities for urban forestry programs;

(5) Report on the state of the urban forest;

(6) Help secure and encourage commitment of adequate resources for tree programs; and

(7) Facilitate coordination among agencies with tree management responsibilities.

>Section 1201. SCOPE OF AUTHORITY.

(a) The Council's scope of authority is limited to the territorial boundaries of the City and County of San Francisco.

(b) The Council shall consider and determine issues as they relate to trees on property managed by government agencies, non-profit organizations, and private property owners.

(c) In order to effectively address the whole of the urban forest, the Council also shall consider issues as they relate to trees on private property.

(d) The Council's scope of authority is completely advisory and educational in nature. The Council will have no authority to legislate.

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION.

(a) Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, and the business community. The Council shall be composed of fifteen (15) voting members as follows:

(1) Five (5) municipal agencies with representatives from:

(a) Director of the Department of Public Works;

(b) General Manager of the Recreation and Park Department;

(c) Director of the Planning Department;

(d) Director of the San Francisco Redevelopment Agency; and

(e) General Manager of the Public Utilities Commission.

(2) the Board of Supervisors shall appoint:

(a) One (1) representative of the University of California Cooperative Extension or a representative of another educational organization involved with tree management;

(b) One (1) representative of the tree management profession (International Society of Arboriculture, American Society of Landscape Architects, etc.);

(c) One (1) representative of the Golden Gate National Recreation Area;

(d) Two (2) representatives of non-profit organizations involved in urban forestry or other environmentally-related issues; and

(e) Three (3) representatives of the community.

(3) The Mayor shall appoint:

(a) One (1) representative of the tree care industry and

(b) One (1) at large representative.

(b) Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the will of the body that appoints each Council member as specified above. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions.

(c) The Council shall meet at least once each month.

(d) The Council shall establish its own operating procedures, which, at a minimum, shall meet the public notice, meeting, voting, agenda and other procedural requirements set forth in local law.

(e) Subcommittees shall be created to adequately address other special areas of concern on an as needed basis.

(f) The Department of the Environment, with adequate funding to assist the Council in carrying out its mission, shall provide professional and administrative staff to the Council.

(g) All members of the Council shall serve without compensation.

Section 1203. RESPONSIBILITIES.

(a) The Council's responsibilities shall include, but not be limited to, the following:

(1) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forestry concerns;

(2) Review project plans for major publicly-sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies;

(3) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees;

(4) Adopt guidelines for protecting trees during project design and construction;

(5) Encourage early and continuous public participation in urban forestry projects and programs that includes consideration of neighborhood interests;

(6) Facilitate the cooperative interaction of tree-related activities among various city, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public;

(7) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction;

(8) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forestry issues;

(9) Assist with the formulation of legislation and policies that affect trees;

(10) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment;

(11) Prepare the plans and reports as set forth in this legislation; and

(12) Assist agencies with tree management responsibilities in their efforts to incorporate and follow the urban forest plan guidelines, best management practices, and other Council recommendations and policies.

Section 1204. URBAN FOREST PLAN.

(a) To assure well-guided stewardship of San Francisco's trees, the Council shall develop and adopt a long-term comprehensive plan that sets policy for the management of the City's public and private trees. This Urban Forest Plan shall be developed in consultation with affected City agencies and with input from interested members of the public.>

(1) The planning process for such Plan shall include an assessment of the current condition of the urban forest and create a vision and goals that incorporate community values on urban forestry stewardship.

(2) the Planning process also shall include consideration of and referral to existing plans that relate to trees, including, but not limited to, plans for reforestation of parks and plans for street trees.

(3) The Plan shall include strategies and activities for achieving the envisioned urban forest. It shall include specific guidance to agencies and the public in developing education programs, establishing continuous and consistent tree care practices, identifying funding priorities and opportunities, and assuring that all needs of the urban forest are recognized and addressed.

(b) The Council shall oversee periodic updates to the Plan and evaluate the effectiveness of agencies in reaching the Plan's goals.

(c) Prior to adoption of the Plan or amendment thereto, the Council shall forward the plan and amendments to affected city agencies for review.

(d) The Council shall work with the Planning Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the City's General Plan.

(e) The Council shall work with the Recreation and Park Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the Recreation and Park Department's forestation plans.

Section 1205. PUBLIC EDUCATION AND OUTREACH.

(a) To improve management by individual property owners and those who provide tree services to property owners, the Council shall assist with education programs. The Council shall design education programs for the public and tree care professionals to inform and gain public support for urban forestry programs.

(b) The Council shall promote trees as essential infrastructure with inherent value to the City of San Francisco. As infrastructure, trees will require consideration when designing and engineering public and private development projects.

(c) The Council shall promote an understanding of San Francisco's urban forest as habitat for the wild animals that make up a significant part of San Francisco's natural heritage.

(d) The Council's outreach shall include, but not be limited to, the following:

(1) Fostering an understanding of the value of trees;

(2) Promoting public understanding of City tree programs and laws;

(3) Working with the media to bring urban forestry concerns and information to the public;

(4) Facilitating presentations, programs, and other outreach to property owners and the business and corporate community; and

(5) Promoting special events such as a citywide Arbor Day.

Section 1206. BEST MANAGEMENT PRACTICES.

(a) In an effort to establish and maintain a healthy and sustainable urban forest and ensure public health and safety, the Council shall develop and adopt tree care best management practices for public and private trees. The practices for tree maintenance shall focus on the protection of trees from premature death and irreversible damage caused by improper or inadequate tree maintenance.

(b) The Council shall develop the best management practices in consultation with affected City agencies and with input from interested members of the public. The Council's evaluation of such practices shall incorporate an analysis of the projected costs for implementation of the practices. The best management practices shall include, but not be limited to, the following:

(1) Species selection;

(2) Planting practices;

(3) Young tree care;

(4) Tree pruning and maintenance; and

(5) Tree removal.

(c) The Council, with the assistance of the Board of Supervisors, shall urge and encourage City, State, and federal agencies, as well as private property owners and tree care companies working in San Francisco, to adhere to the Council's management practices and tree care standards.

>Section 1207. FUNDING ASSESSMENT.

(a) The Board of Supervisors shall make efforts to provide adequate funding for the Department of the Environment's support of the Council.

(b) In the event funding is not allocated by the City and County of San Francisco for staffing the Council, the Council shall pursue funds for any shortfall in the necessary staffing and support activities and additional funds for any other project it deems necessary to implement this legislation.

(c) To ensure that adequate resources are available for tree management and that public funding is used wisely, the Council shall:

(1) Review urban forestry program budget priorities and make recommendations about urban forestry funding requirements to the Mayor, Board of Supervisors, and affected city departments and commissions;

(2) Investigate and pursue funding options for various urban forestry activities;

(3) Assist agencies and organizations in securing funding for urban forestry programs;

(4) Apply for and accept grants for public agency or privately sponsored urban forestry programs pursuant to the procedures in the Administrative Code; and

(5) Determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through city-wide coordination of tree operations.

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES.

(a) A coordinator from the Department of the Environment shall staff the Council. The coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;

(2) Developing and drafting guidelines for adoption;

(3) Preparing staff and annual reports;

(4) Coordinating with other agencies; and

(5) Develop an annual city-wide tree management budget for local governmental agencies

(b) The coordinator is essential in order to implement the intent of this legislation.

Section 1209. REPORTING RESPONSIBILITY.

(a) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest. The report shall contain a review the quality of urban forest stewardship and an assessment of how well public agencies and other urban forest managers are implementing the Urban Forest Plan. The report shall include, but not be limited to, the following:

(1) Condition of the urban forest, species composition, and other tree stand characteristics;

(2) Summary of urban forestry activities, such as total number of trees, number of trees removed, and number of trees planted on private lands and under the jurisdictions of public agencies and non-profit organizations.

(3) Analysis of the adherence to the Urban Forest Plan;

(4) Analysis of the adherence to the best management practices;

(5) The Council's public education and outreach projects;

(6) Notable achievements in urban forestry;

(7) The status of funding for urban forestry programs; and

(8) Proposals for tree care guidelines or changes to adopted tree care programs or plans.

(b) City agencies and any non-profit organizations that accept city funding shall report to the Council regarding the trees they manage, the extent to which their management plans correspond to the Urban Forest Plan, and implementation of the best management practices. The Council shall receive the report no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees they manage.

(c) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forest Plan or best management practices shall explain their reasoning at a public hearing before the Council.

(d) Within ninety (90) days of the Council's establishment, the Council shall adopt procedures to address the public hearing process specified in Subsection (c) above.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney
By:
JOHN D. MALAMUT, Deputy City Attorney

proposal is made in order to go forward. Vice-Chair Quirke suggested that since the Council did not have a particular proposal to consider today, that this item should be continued to a future meeting.

Member Cohen requested an example of a time when the Council was not productive and if had worked towards a consensus would have been more effective. Vice-Chair Quirke stated that discussion of the Landmark Tree Ordinance and working towards putting together an agreement that could be brought to the Board of Supervisors on time was an example. It was explained that the Council's comments were not focused towards how the Ordinance could be improved and were not forwarded to the Board of Supervisors efficiently. The Board of Supervisors moved ahead without the Council's input because the Council did not send any comments forward on time even after many meetings on the topic. Member Cohen agreed that the Council had not been effective, but did not agree that there was a lack of focus. Vice-Chair Quirke stated that had the Council been able to reach an agreement, they would have been more effective in getting a proposal enacted. Vice-Chair Quirke stated that he would be interested in using consensus techniques for future proposals.

Chair Milne reported that this item would be continued to the October 23, 2007 meeting for further discussion and for background material to be provided.

4. **Urban Forestry Council's Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Explanatory Document: Urban Forest Plan (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2007/UrbanForestPlan.pdf (Discussion).

SPONSOR: Vice-Chair Kelly Quirke

Vice-Chair Quirke asked that Council Members review the Urban Forestry Council Ordinance (Chapter 12 of the Environment Code) and the Urban Forest Plan so that an agreement can be made as to the definition of the urban forest in order to develop a Work Plan for 2008. It was stated that the Council is currently a reactive body to issues that have come up from the Board of Supervisors or elsewhere. Vice-Chair Quirke recommended that the Council at future meetings discuss what issues are coming up and how to address those issues in order to set goals, objectives, and strategies to meet goals. The importance of having a mechanism to check accomplishments and pending work to reach goals was noted. Chair Milne suggested that projected timelines for reaching goals be included as part of the Work Plan. Council Members provided their comments on Work Plan items for 2008. Suggestions included:

- Monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and Mr. Dan Sider, Director, Mayor's Office of Greening, in order to discuss the Council's activities and provide monthly updates (KQ).
- Better Streets Plan, Wastewater Management Plan (BS) and Planning Department's Urban Forest Master Plan involvement (MM).
- Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee (MM and TM).
- Review last year's work plan for carry-over items (MM).
- Create a flowchart and checklist of work plan items (JC).
- Involvement in other City projects that Council members and other City agencies are working on; e.g., Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening (BS).
- Discussion of the effects of pine pitch canker on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees. SFPUC does not have resources to attend to establishment and planting of new trees as a result (MS).
- Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers (MM and JC). Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes, create educational programs and certification requirements,

and help public agencies enforce laws so that private property owners and contractors do not damage trees (MM).

- Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration (KQ).
- Sidewalk pocket parks and green belts. Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground through written articles, etc. (JC).
- Discuss Council's interactions with other City Hall agencies. Public outreach through written articles to newspapers (TM).
- Work with bicyclists and pedestrians to create better streets. Study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. Share ideas from other countries (BS).
- Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on further MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places (MM). Create Resolutions and make presentations to Commissions to pay attention to these issues (TM). Discussion of City subcontracting and the public process (JC).

The Work Plan for 2008 would be discussed at the Planning and Funding Committee at their October 18, 2007 and then brought back to the full Council for further discussion at their October 23, 2007 meeting. **Planning and Funding Committee**

5. **Board of Supervisors Legislative Process Training/Workshop.** An informational report will be given on a citywide legislative process training/workshop tentatively scheduled for this year. (Explanatory Document Legislative Process Handbook (PDF) http://www.sfgov.org/site/uploadedfiles/bdsupvrs/handbook/legislative_process.pdf). (Informational Report and Discussion)

Ms. Fish reported that Ms. Kay Gulbengay, Deputy Clerk for the Board of Supervisors Office indicated that she may be formulating a City-wide legislative process training/workshop for Commissioners, Council Members, etc. that may be available by the end of October. However, the workshop is tentative at this time, and more information would be forwarded to Council members once it becomes available. For additional information on the legislative process, Ms. Gulbengay is available to answer questions on Monday and Thursday afternoons at the Board of Supervisors Office or by email Kay.Gulbengay@sfgov.org. Vice-Chair Quirke asked if the legislative training session would be open to the public. Ms. Fish stated that she believes it would be open to the public in accordance with Sunshine Ordinance rules.

Transcript on the Legislative Process

Mr. Tom Owen, Deputy City Attorney, stated that he has been working with the City Attorney's Office for the past twenty-six years preparing legislation either directly with the Board of Supervisors or for City departments, the Mayor's Office, and the Controller's Office. Mr. Owen explained that San Francisco is the only city in California set up as a consolidated City and County and one of the few in the country. Also as a chartered city, under state constitution, San Francisco has the ability to adopt a charter for local governments which gives us a great deal of autonomy compared to general cities within the state which are governed by state statutes adopted in Sacramento.

The local legislative process is governed in San Francisco's Charter. Charter amendments are adopted pursuant to state law--they have to be submitted by the Board of Supervisors or by a group of citizens who circulate a petition and approved by the voters. Most City legislation is adopted by the Board of Supervisors. There are three kinds of enactments that the Board of Supervisors can pass—ordinances, resolutions, and

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

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Thursday, December 20, 2007, 4:15 p.m.
City Hall, Room 408
San Francisco, CA 94102

***The Thursday, December 20, 2007 meeting was rescheduled because it was held in Room 408, City Hall at 4:15 p.m. instead of the regular meeting location of 11 Grove Street and the regular meeting time of 4:00 p.m.**

1. **Call to Order and Roll Call**. The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:50 p.m. Present: Chair Short; Members Marks, Milne, and Quirke; Excused: Members Habert, Miller and Sherk.

2. **Approval of Minutes of the November 15, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Approved Minutes of the November 15, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=71827). Upon Motion by Member Milne and second by Member Marks, the November 15, 2007 Meeting Minutes were approved without objection (AYES: Chair Milne, Members Marks, Quirke and Short; Absent: Members Habert, Miller and Sherk).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the November 15, 2007 Meeting).

   Chair Short reported that she had not yet received replies from other City Advisory Councils that she had contacted on the subject of effective ways to interact with legislators and proposed continuance of this agenda item. This item was continued to the January 17, 2008 meeting.

4. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action) (Explanatory Documents: Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171, and November 15, 2007 Meeting Minutes (see Item 2) (Continued from the November 15, 2007 Meeting).

Committee members suggested Work Plan 2008 items that included:

- Expand Recommended Street Tree list (CS).
    - Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land.
    - Create companion lists to the current street tree list that include an open space list, backyard tree list, etc. (MLH).
- Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management (CS).
-
- Review Priority Action Steps http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc that the Planning/Policy and Funding Committees had previously established (MM).
- Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope (CS).
    - Create a comprehensive list of citywide urban forest activities and then decide what the most important areas are as a Council to be involved with (KQ). It was stated that the Annual Report due in September provides information on this topic (MLH).
    - Involve interns on putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources (KQ).
    - Involvement with the Planning Department's issuance of a Request for Proposal for the new Urban Forest Plan (MLH).
- Agree to a definition of the urban forest in order to help make better choices for work plan selections (KQ).
- Work on recommendations to the Board of Supervisors on how to take care of the pine pitch canker problem (MLH).
- Determine the role of the Council on the SF Tree Map project (MLH).
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced (MLH). The fee would be allocated to DPW to plant trees in an alternate location.
- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest (MM).
    - Expand the Arbor Day celebration to include pruning guidelines in addition to planting. (MM).
    - Encourage more media and publicity surrounding tree maintenance/pruning (TM).
    - Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting (MM).
    - Establish fees to cover costs for trainings on pruning guidelines (KQ).

Public Comment: Ms. Anne Eng, Department of the Environment stated that a component of the Planning Department's Urban Forest Plan Request for Proposal would include establishing a baseline of citywide urban forest activities. It was stated that publishing an Urban Forest Annual Report is called out for in the Council's Bylaws and is worked on annually.

5. **Role of the Urban Forestry Council's Environmental Assistant.** Discussion of the Committee's vision for the role for the Environmental Assistant and recommendations to the Department of the Environment (Discussion and Action) (Continued from the November 15, 2007 Meeting).

Committee Members presented the following recommendations:

- Meet with the Supervisor's legislative aides and Mayor's Office of Greening on a monthly basis to advise them when all Council and Committee meetings are being held and topics being considered. Add aides and Greening staff to Council agenda mailing lists.

- Involvement and review of the Planning Department's and other relevant City agencies' neighborhood plans as called out in the Bylaws. Add name to relevant City agency mailing lists, inform the Council of upcoming meetings, calendar as an agenda item, request presentations, and provide relevant reports/notice of meetings/documentation for the Council's review.

Public Comment: Ms. Eng urged the Committee not to take a formal action on this item as the Bylaws are the general guidelines that lead the Coordinator's job assignments and that any additional level of detail is not required.

The meeting adjourned at 5:30 p.m. due to a loss of quorum.

6. **Review of Street Tree List adopted by the Urban Forestry Council in 2006** (Discussion and Possible Action) (Explanatory Documents: Resolution 012-06-UFC adopting Street Tree List and Recommended Street Tree List (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/Res012-06-UFCStreetTreeList.PDF)

   Continued to the January 17, 2008 meeting.

7. **Planning and Funding Committee's Meeting Location for 2008** (Discussion).

8. **New Business/Future Agenda Items.** (Discussion)

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. **Adjournment.** The Planning Committee meeting adjourned at 5:30 p.m. due to a loss of quorum.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

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1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:50 p.m. Present: Chair Short; Members Marks, Milne, and Quirke; Excused: Members Habert, Miller and Sherk.

2. **Approval of Minutes of the November 15, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Approved Minutes of the November 15, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=71827). Upon Motion by Member Milne and second by Member Marks, the November 15, 2007 Meeting Minutes were approved without objection (AYES: Chair Milne, Members Marks, Quirke and Short; Absent: Members Habert, Miller and Sherk).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** The Planning Committee will discuss how to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc, Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the November 15, 2007 Meeting).

   Chair Short reported that she had not yet received replies from other City Advisory Councils that she had contacted on the subject of effective ways to interact with legislators and proposed continuance of this agenda item. This item was continued to the January 17, 2008 meeting.

4. **Urban Forestry Council Work Plan for 2008.** Review definition of the urban forest and prepare a Work Plan for 2008 (Discussion and Possible Action) (Explanatory Documents: Urban Forestry Council's Suggestions for the Work Plan from the September 28, 2007 Meeting Minutes—Item 4 (HTML) http://sfgov.org/site/sfenvironment_page.asp?id=69171, and November 15, 2007 Meeting Minutes (see Item 2) (Continued from the November 15, 2007 Meeting).

Committee members suggested Work Plan 2008 items that included:

- Expand Recommended Street Tree list (CS).
    - Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land.
    - Create companion lists to the current street tree list that include an open space list, backyard tree list, etc. (MLH).
- Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management (CS).
- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.
- Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction.
- Review Priority Action Steps http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc that the Planning/Policy and Funding Committees had previously established (MM).
- Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope (CS).
    - Create a comprehensive list of citywide urban forest activities and then decide what the most important areas are as a Council to be involved with (KQ). It was stated that the Annual Report due in September provides information on this topic (MLH).
    - Involve interns on putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources (KQ).
    - Involvement with the Planning Department's issuance of a Request for Proposal for the new Urban Forest Plan (MLH).
- Agree to a definition of the urban forest in order to help make better choices for work plan selections (KQ).
- Work on recommendations to the Board of Supervisors on how to take care of the pine pitch canker problem (MLH).
- Determine the role of the Council on the SF Tree Map project (MLH).
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced (MLH). The fee would be allocated to DPW to plant trees in an alternate location.
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    - Expand the Arbor Day celebration to include pruning guidelines in addition to planting. (MM).
    - Encourage more media and publicity surrounding tree maintenance/pruning (TM).

- Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting (MM).
- Establish fees to cover costs for trainings on pruning guidelines (KQ).

Public Comment: Ms. Anne Eng, Department of the Environment stated that a component of the Planning Department's Urban Forest Plan Request for Proposal would include establishing a baseline of citywide urban forest activities. It was stated that publishing an Urban Forest Annual Report is called out for in the Council's Bylaws and is worked on annually.

5. **Role of the Urban Forestry Council's Environmental Assistant.** Discussion of the Committee's vision for the role for the Environmental Assistant and recommendations to the Department of the Environment (Discussion and Action) (Continued from the November 15, 2007 Meeting).

Committee Members presented the following recommendations:

- Meet with the Supervisor's legislative aides and Mayor's Office of Greening on a monthly basis to advise them when all Council and Committee meetings are being held and topics being considered. Add aides and Greening staff to Council agenda mailing lists.
- Involvement and review of the Planning Department's and other relevant City agencies' neighborhood plans as called out in the Bylaws. Add name to relevant City agency mailing lists, inform the Council of upcoming meetings, calendar as an agenda item, request presentations, and provide relevant reports/notice of meetings/documentation for the Council's review.

Public Comment: Ms. Eng urged the Committee not to take a formal action on this item as the Bylaws are the general guidelines that lead the Coordinator's job assignments and that any additional level of detail is not required.

The meeting adjourned at 5:30 p.m. due to a loss of quorum.

6. **Review of Street Tree List adopted by the Urban Forestry Council in 2006** (Discussion and Possible Action) (Explanatory Documents: Resolution 012-06-UFC adopting Street Tree List and Recommended Street Tree List (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/Res012-06-UFCStreetTreeList.PDF)

Continued to the January 17, 2008 meeting.

7. **Planning and Funding Committee's Meeting Location for 2008** (Discussion).

8. **New Business/Future Agenda Items.** (Discussion)

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. **Adjournment.** The Planning Committee meeting adjourned at 5:30 p.m. due to a loss of quorum.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

*RESCHEDULED MEETING
APPROVED MINUTES

SF
C84.97
#2
12/20/07
approved

Thursday, December 20, 2007, 4:15 p.m.
City Hall, Room 408
San Francisco, CA 94102

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***The Thursday, December 20, 2007 meeting was rescheduled because it was held in Room 408, City Hall at 4:15 p.m. instead of the regular meeting location of 11 Grove Street and the regular meeting time of 4:00 p.m.**

1. **Call to Order and Roll Call**. The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:50 p.m. Present: Chair Short; Members Marks, Milne, and Quirke; Excused: Members Habert, Miller and Sherk.

2. **Approval of Minutes of the November 15, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Approved Minutes of the November 15, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=71827). Upon Motion by Member Milne and second by Member Marks, the November 15, 2007 Meeting Minutes were approved without objection (AYES: Chair Milne, Members Marks, Quirke and Short; Absent: Members Habert, Miller and Sherk).

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Continued to the January 17, 2008 meeting.

7. **Planning and Funding Committee's Meeting Location for 2008** (Discussion).

8. **New Business/Future Agenda Items.** (Discussion)

9. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

10. **Adjournment.** The Planning Committee meeting adjourned at 5:30 p.m. due to a loss of quorum.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: January 17, 2008

City and County of San Francisco
URBAN FORESTRY COUNCIL
Planning and Funding Committee

*Rescheduled Meeting Notice

Thursday, January 17, 2008, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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#1

1/17/08
cancelled

*The Thursday, January 17, 2008, 4:00 p.m. Regular Meeting of the Urban Forestry Council Planning and Funding Committee that regularly meets at 11 Grove Street, has been **Rescheduled to Thursday, January 17, 2008 at 4:15 p.m**. and **will be held at City Hall, Room 421**. An agenda will be published at least 72 hours before the meeting. For additional information, please contact Monica Fish, Council Secretary at (415) 355-3709 or by email at Monica.Fish@sfgov.org. An agenda may also be accessed on the website at http://sfgov.org/site/sfenvironment_meeting.asp?id=61013.

Posted: January 2, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee
***Rescheduled Meeting Notice and Agenda**
Thursday, January 17, 2008, 4:15 P.M.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place, San Francisco, CA

***The Planning and Funding Committee's Regularly Scheduled Meeting on Thursday, January 17, 2008 at 4:00 p.m., 11 Grove Street has been rescheduled to 4:15 p.m. and will be held in Room 421, City Hall.**

84.97
1
1/17/08

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call**
2. **Approval of Minutes of the December 20, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the December 20, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=73020).
3. **Permeable Landscaping and Public Open-Space Gardens.** Resolution recommending that the Urban Forestry Council in conjunction with other city agencies and community groups or individuals design and install three permeable landscaping and public open-space gardens located on public rights-of-way that incorporate Landmark and/or "significant" trees in 2008. The Committee will make recommendations to the Council (Discussion and Action) (Explanatory Documents: Draft Resolution (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/JocelynResPilotProjects.doc and Design and Implementation Tasks)

   SPEAKER: Urban Forestry Council Member Jocelyn Cohen
4. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** How to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc and Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the December 20, 2007 Meeting.)
5. **Role of the Urban Forestry Council's Environmental Assistant.** Discussion of the Committee's vision for the role for the Environmental Assistant and recommendations to the Department of the Environment (Discussion and Action) (Continued from the December 20, 2007 Meeting).
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7. **New Business/Future Agenda Items.** (Discussion)

8. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
9. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Policy Committee meetings will be held at the Department of the Environment, 11 Grove Street, Ground Floor Conference Room, San Francisco, CA. The meeting room is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage **http://sfgov.org/site/sfenvironment_meeting.asp?id=61013**: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org** within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: January 10, 2008

Resolution Support & Create SPPG in Conjunction with Landmark or Significant Tree(s)

FILE NO. R-2008-02-UFC **RESOLUTION NO.**
January 25, 2008

[Recommending support and creation for three pilot permeable landscaping projects involving landmark and/or significant trees]

Resolution recommending that the Urban Forestry Council in conjunction with other city agencies and community groups or individuals design and install three permeable landscaping and public open-space gardens located on public rights-of-way that incorporate Landmark and/or "significant" trees in 2008.

WHEREAS, Sidewalk gardens provide better conditions for trees, allowing for longer lives, more vibrant canopies and optimal size and stature; and,

WHEREAS, Sidewalk Pocket Park Gardens transform a small sidewalk cutout for trees into enlarged space for roots resulting in infrastructure savings on sidewalk replacement; and,

WHEREAS, many of San Francisco's significant or Landmark Trees do not have adequate permeable space; and,

WHEREAS, permeable landscaping has numerous environmental benefits including stormwater management, air filtration and wildlife habitat; and,

WHEREAS, Creating sidewalk gardens is a meaningful way to increase community participation and stewardship; and,

WHEREAS, The presence of beautiful public space encourages people to walk, spend time outdoors, and interact; and,

WHEREAS, the Urban Forestry Council can demonstrate to the community and City agencies best practices for implementing three pilot SPPG's with best growing conditions for street trees; and

RESOLVED, The Urban Forest Council will select three diverse sites, three different design models, three varying site conditions and three communities in which to implement the projects that promote improved arboriculture and urban forest conditions and community-based permeable landscaping and public open-space gardens located on public rights-of-way throughout San Francisco.

I hereby certify that this Resolution was adopted at the Urban Forest Council's Meeting on x, 2008.

____

Monica Fish, Council Secretary

VOTE:
Ayes:
Noes:
Absent:

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

SAN FRANCISCO URBAN FORESTRY COUNCIL

BYLAWS

Article I – Identification

Article II – Creation and Mission

Article III – Urban Forestry Council

Article IV – Officers

Article V – Council Staff

Article VI – Meetings

Article VII – Voting

Article VIII – Committees

Article IX – Parliamentary Procedures

Article X – Code of Ethics

Article XI – Amendment of Bylaws

Bylaws Adopted on August 28, 2007

URBAN FORESTRY COUNCIL
BYLAWS

Article I - Identification

Section 1: Name

The Urban Forestry Council

Section 2: Compliance with Applicable Laws

The Council shall comply with all applicable laws, including but not limited to the Ralph M. Brown Act (Cal. Government Code Section 54950 *et seq.*) and the San Francisco Sunshine Ordinance (San Francisco Administrative Code Section 67.1 *et seq.*) in publishing notices, agendas, and minutes and carrying out its operations and functions. Where publication or posting on a website is required, the Council shall use the Department of the Environment's website.

Article II – Creation and Mission

Section 1: The Urban Forestry Council

The Urban Forestry Council was established for the purpose of guiding the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety (San Francisco Environment Code Chapter 12 Sec. 1200(b)). The Council will carry out the duties specified in the ordinance so as to protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future (San Francisco Environment Code Chapter 12 Sec. 1200(a)).

Article III – Urban Forestry Council

Section 1: Number

The Council membership consists of fifteen representatives from local, state and federal agencies, non-governmental organizations, technical experts and the public. City Department Heads, the Board of Supervisors and the Mayor appoint council members (San Francisco Environment Code Chapter 12 Sec. 1202(a)).

Section 2: Term of Appointment

Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the pleasure of the body that appoints each Council member as specified by ordinance. The body

that appoints Council members also may appoint at-large members to serve any unfilled Council positions (San Francisco Environment Code Chapter 12 Sec. 1202(b)).

Section 3: Compensation

Council members shall serve without compensation (San Francisco Environment Code Chapter 12 Sec. 1202(g)).

Section 4: Purpose and Responsibilities

(1) Develop, adopt, and update a long-term comprehensive Urban Forestry Plan that assists with the formulation of legislation and policy for the management of the City's public and private trees.

The plan will include, but not be limited to:

a) An inventory of physical resources and existing programs.
b) The results of an assessment of the general public and San Francisco decision makers that reflects opinions on the state and future of the urban forest.
c) A benefit/cost analysis.
d) Recommendations for future policy, operational and legislative actions.
e) Best Management Practices

(2) Facilitate coordination among agencies with tree management responsibilities.

a) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forest concerns.
b) Review project plans for major publicly sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies.
c) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction.
d) Advise agencies with tree management responsibilities in their efforts to incorporate and follow the Urban Forestry plan guidelines, best management practices, and other Council recommendations and policies.
e) Facilitate the cooperative interaction of tree-related activities among various City, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public.

(3) Report on the state of the urban forest.

a) Prepare or facilitate the plans and reports as set forth in the Urban Forestry Council Ordinance.

i) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest.

ii) City agencies and any non-profit organizations that accept city funding shall report to the Council no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees that they manage.

(4) Ensure adherence to Urban Forestry Council Policies, Guidelines or Standards.

a) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forestry Plan or best management practices shall explain their reasoning at a public hearing before the Council.
b) Enforce procedures to address the Council in the public hearing process.

(5) Foster Public Education and Outreach

a) Encourage early and continuous public participation in urban forest projects and programs that includes consideration of neighborhood interests.
b) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forest issues.
c) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment.

(6) Develop and Promote Best Management Practices

a) Develop and adopt tree planting and maintenance standards.
b) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees.
c) Adopt guidelines for protecting trees during project design and construction.

(7) Funding Assessment
a) Identify funding and staffing needs and opportunities for urban forest programs.
b) Help secure and encourage commitment of adequate resources for tree programs.
c) Develop and adopt a city-wide budget for the health and well-being of San Francisco's urban forest.

Section 5: Excused Absences

If a Council member provides prior notification of absence from Council and Committee meetings to the Chair of the Council, then such absence is considered an excused absence. If the Chair or Council staff receives no prior notice, then the minutes shall note that the absence is unexcused. Regular attendance at Urban Forestry Council meetings is critical to the Council's ongoing success. If a Council Member misses more than three (3) meetings of the full Council or three (3) committee meetings per calendar year, whether those absences are excused or unexcused, then upon a vote of the Council, the Council Chair may ask the appointing authority to remove the member and appoint a replacement member.

Section 6: Absence from the State

Any member of the Council who plans to be absent from the State of California for an extended period shall notify the Chair of the Council.

Article IV - Officers

Section 1: Officers

The officers of the Council are a Chair and Vice-Chair. The Chair and Vice-Chair shall serve at the pleasure of the Council.

Section 2: Term of Office

The term of each office shall be one year.

Section 3: Nomination and Election of Officers

A. Elections for officers shall be conducted at the meeting of the Council in April of each year. At the Council meeting held in March of each year, any Council member interested in running for office shall state publicly his or her interest and willingness to run for a specific office. Such Council members, and any other Council members nominated at the March meeting, shall be candidates for office.

B. If the office of the Chair is vacated before the expiration of a term, the Vice-Chair shall serve as Chair until the next regular meeting. The Council shall conduct an election for Chair at the next regular meeting to fill the vacancy. If the Vice-Chair is elected as Chair, there shall be an election for a new Vice-Chair at that meeting. If the office of Vice-Chair is vacated before the expiration of a term, it shall remain vacant until the next regular meeting, at which time an election shall be held. Any Council members nominated at a meeting at which a special election is held shall be candidates for office.

Section 4: General Duties and Responsibilities of the Chair

The Chair shall preside at all meetings of the Council. The Chair, working with the Council staff, shall oversee the preparation and distribution of the agenda for all Council meetings. The Chair shall be accountable to the Council as a whole in setting policy and shall also perform such other duties as may be assigned by the Council. The Chair (and/or his/her designee) shall serve as the liaison to the media and the other departments, agencies and commissions of the City and County of San Francisco, as necessary.

Section 5: General Duties and Responsibilities of the Vice-Chair

The Vice-Chair shall perform the duties and responsibilities that may be delegated by the Chair. In the absence or disability of the Chair, the Vice-Chair shall perform the duties as described above, in Section 4 of this article.

Article V - Council Staff

Section 1: Council Coordinator

A coordinator from the Department of the Environment who is hired by the Director of the Department of the Environment shall staff the Council. The Coordinator shall attend all meetings of the Council. The Coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;
(2) Developing and drafting guidelines for adoption;
(3) Preparing staff and annual reports;
(4) Coordinating with other agencies; and
(5) Compiling information from local governmental agencies to track their budgets, and to develop an annual city-wide tree management budget for reporting purposes (San Francisco Environment Code Chapter 12 Sec. 1208(a)).

Section 2: Council Secretary

The staff of the Department of the Environment shall include a Council Secretary, who is assigned by the Director of the Department of the Environment. The Council Secretary shall attend all meetings of the Council. Under the supervision of the Chair, the Council Secretary is responsible for the proper recording and distribution of all Council actions, correspondence, and agendas, and ensuring that the Council meetings are properly publicly noticed and held at locations which are accessible to persons with disabilities.

Section 3: Legal Advisor

The City Attorney, or his or her designee, shall be the legal advisor to the Council. If the City Attorney determines in writing that he or she cannot, consistent with the Rules of Professional Conduct, provide advice sought by the Council, the City Attorney may recommend that the Council retain outside counsel.

Article VI - Meetings

Section 1: Quorum

At all meetings of the Council, the presence of a majority of membership shall constitute a quorum. The affirmative vote of a majority of the members shall be required for the approval of any matter. Therefore, based on the original membership of fifteen, eight members constitute a quorum. Likewise, eight affirmative votes are required for the approval of any matter.

Section 2: Public Participation

The Council shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Council shall be permitted to be heard.

The total time for public comments may be limited by the Chair in a manner consistent with the San Francisco Sunshine Ordinance. Each agenda for meetings shall provide an opportunity for members of the public to directly address the Council on items of interest to the public that are within the Council's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except that, at the Chair's discretion, the Public Comment can be heard earlier in the agenda.

Section 3: Meeting Minutes

Minutes shall be taken at every regular and special Council meeting and shall be approved by the majority vote of the Council.

Section 4: Records Retention

The Council shall utilize the Department of Environment's record retention and destruction policy.

Section 5: Meetings

Regular meetings shall be held monthly on the fourth Friday of January, March, May, July, September and the second Friday in December at 10:00 a.m. at City Hall, Room 400 and on the 4th Tuesday in February, April, June, August, and October at 5:30 p.m. at City Hall, Room 416 beginning in February 2006. No regular meeting shall be scheduled for November. This information shall be posted on the Department of Environment's website.

Section 6: Notice of Meetings

Notices and agendas of all regular and special Council and committee meetings shall be posted at the San Francisco Main Library and mailed to each Council member and any person who files a written request for such notice with the Council. Notice of regular meetings shall be posted at least 72 hours before the meeting. Notice of special meetings shall be posted at least 24 hours before the meeting. In the case of a special meeting held at a location other than the regular Council meeting place, 15 days notice shall be provided.

Section 7: Closed Sessions

The Council is authorized to hold closed (non-public) sessions at regular and special meetings as provided by law.

Section 8: Special Meetings

The Chair of the Council may call special meetings to address specific matters. Such special meetings shall be properly noticed in accordance with applicable laws and ordinances.

Article VII - Voting

Section 1: Voting and Abstention

Each member present at a Council or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Council member has a conflict of interest, which precludes participation in a vote, is determined on a case-by-case basis and, to the extent possible, in consultation with a legal advisor from the City Attorney's office.

Article VIII - Committees

Section 1: Membership of Committees

The Council and/or the Chair, at his or her discretion, may establish committees to perform tasks or functions as necessary. The Chair will appoint committee members and committee chairpersons for a specified period of time.

Section 2: Committee Meetings

Committees shall comply with all applicable laws in publishing notices, agendas, and minutes and carrying out its operations and functions.

Section 3: Committee Quorum

A majority of the members of a committee shall constitute a quorum.

Section 4: Standing Committees

The Council shall have two standing committees: (1) Planning and Funding and (2) Landmark Tree. The Planning and Funding Committee shall have seven members. The Landmark Tree Committee shall have five members. The Planning and Funding Committee shall meet on the third Thursday of each month from 4 pm to 5:30 pm, except in the case of a City-recognized holiday, when the meeting shall be held on the following Wednesday of that month in the Department of the Environment's ground floor conference room located at 11 Grove Street in San Francisco. The Landmark Tree Committee shall meet monthly on the 2nd Tuesday at 4:00 p.m., in City Hall, Room 421 in San Francisco. This information shall be posted on SF Environment's website.

Section 5: The Planning and Funding Committee

The Planning and Funding Committee shall make recommendations to the Council on project plans for major publicly sponsored developments and civic improvements and changes of the public right of way as they impact trees. The Committee shall (1) examine and make policy recommendations to the Council regarding other urban forest and tree issues; (2) make

recommendations to the Council regarding facilitating an assessment (inventory) of the current condition of the Urban Forest, (3) review the Urban Forest Plan on an annual basis and make recommendations for any changes to the full Council for adoption, (4) make recommendations to the Council on funding opportunities and staffing needs, on opportunities for urban forest programs and on securing and encouraging commitment of adequate resources for tree programs, (5) will also review urban forestry program budget priorities and make recommendations about Urban Forestry funding requirements to the full Council; investigate and pursue funding options for various urban forest-activities, and (6) will review the Urban Forest Council's Budget on an annual basis and will make recommendations for any changes to the full Council for adoption.

Section 6: The Landmark Tree Committee

The Landmark Tree Committee shall make preliminary recommendations to the Council on nominated trees proposed for landmark status. The Committee shall conduct individual site visits, complete evaluation forms to review at regular monthly meetings as nominations are received, and vote on landmark tree nominations to present to the full Council for their consideration and adoption. It will prepare a written summary of the evaluation forms and include individual evaluation forms to present to the full Council for review. The Chair of the Committee shall verbally report on the written summary at Council meetings.

Article IX - Parliamentary Procedures

At the discretion of the Chair of the Council or the committee Chair, and except where the Charter or other rules provide to the contrary, meetings shall be governed by Robert's Rules of Order.

Article X - Codes of Ethics

In accepting the Oath of Office, Council members shall maintain the highest standards of professional and personal conduct. They shall support the mission, goals and objectives of the San Francisco Urban Forestry Council; instill in the public a sense of confidence about the Councils' conduct and intentions; uphold all laws and regulations; refrain from using their official positions to secure special advantage or benefit for themselves or others.

In order to set the highest standards of conduct, and in order to assure public confidence in the Council's operations, the Urban Forestry Council commits itself to:

* Encouraging and promoting integrity in government by education and example;

* Being accountable for its rules of procedure and decisions, and promoting accountability of all members of the Council and Department staff;

* Treating all Department staff, members of the public, and colleagues with courtesy, respect, objectivity, and fairness;

* Conducting all Council business in a timely manner and in public meetings, with full disclosure of policies, procedures, and decision-making processes, except for those matters

authorized under the Brown Act and the San Francisco Sunshine Ordinance to be considered in closed session; and

* Reviewing its actions, recommendations, and procedures periodically to determine whether the Council has adhered to its Code of Ethics and mission in all respects.

Article XI - Amendment of Bylaws

These bylaws shall be reviewed as necessary and may be amended at any meeting of the Council by a majority vote of the Council, provided such proposed amendments are circulated in writing to all Council members and noticed to the public at least ten (10) days prior to such meeting.

(Document #1) --Urban Forest Council Ordinance

Ordinance amending the San Francisco Environmental Code Chapter 12 to create an Urban Forestry Council and to delineate powers and duties for such Council.

Chapter 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE – URBAN FORESTRY COUNCIL

Section 1201. SCOPE OF AUTHORITY

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION

Section 1203. RESPONSIBILITIES

Section 1204. URBAN FOREST PLAN

Section 1205. PUBLIC EDUCATION AND OUTREACH

Section 1206. BEST MANAGEMENT PRACTICES

Section 1207. FUNDING ASSESSMENT

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES

Section 1209. REPORTING RESPONSIBILITY

Chaper 12: URBAN FORESTRY COUNCIL

Section 1200. PURPOSE – URBAN FORESTRY COUNCIL.

(a) It is the intent of the Board of Supervisors to form an Urban Forestry Council that will protect the community interest and ensure that San Francisco realizes the full range of tree benefits into the future. The Board also intends to replace any existing tree advisory bodies that the Board of Supervisors has created through legislation.

(b) The purpose of the Council is to guide the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety.

(c) To meet this purpose, the Council shall work with all the affected stakeholders to:

(1) Develop and adopt a comprehensive urban forest plan;

(2) Educate the public on urban forestry issues;

(3) Develop and adopt tree care standards;

(4) Identify funding and staffing needs and opportunities for urban forestry programs;

(5) Report on the state of the urban forest;

(6) Help secure and encourage commitment of adequate resources for tree programs; and

(7) Facilitate coordination among agencies with tree management responsibilities.

>Section 1201. SCOPE OF AUTHORITY.

(a) The Council's scope of authority is limited to the territorial boundaries of the City and County of San Francisco.

(b) The Council shall consider and determine issues as they relate to trees on property managed by government agencies, non-profit organizations, and private property owners.

(c) In order to effectively address the whole of the urban forest, the Council also shall consider issues as they relate to trees on private property.

(d) The Council's scope of authority is completely advisory and educational in nature. The Council will have no authority to legislate.

Section 1202. COUNCIL COMPOSITION AND ADMINISTRATION.

(a) Council members will represent the full range of urban forest stakeholders including city agencies, non-profit organizations, and the business community. The Council shall be composed of fifteen (15) voting members as follows:

(1) Five (5) municipal agencies with representatives from:

(a) Director of the Department of Public Works;

(b) General Manager of the Recreation and Park Department;

(c) Director of the Planning Department;

(d) Director of the San Francisco Redevelopment Agency; and

(e) General Manager of the Public Utilities Commission.

(2) the Board of Supervisors shall appoint:

(a) One (1) representative of the University of California Cooperative Extension or a representative of another educational organization involved with tree management;

(b) One (1) representative of the tree management profession (International Society of Arboriculture, American Society of Landscape Architects, etc.);

(c) One (1) representative of the Golden Gate National Recreation Area;

(d) Two (2) representatives of non-profit organizations involved in urban forestry or other environmentally-related issues; and

(e) Three (3) representatives of the community.

(3) The Mayor shall appoint:

(a) One (1) representative of the tree care industry and

(b) One (1) at large representative.

(b) Council members shall serve for two years. Members can serve successive terms if re-appointed by the body originally appointing the Council member. Council members serve at the will of the body that appoints each Council member as specified above. The body that appoints Council members also may appoint at-large members to serve any unfilled Council positions.

(c) The Council shall meet at least once each month.

(d) The Council shall establish its own operating procedures, which, at a minimum, shall meet the public notice, meeting, voting, agenda and other procedural requirements set forth in local law.

(e) Subcommittees shall be created to adequately address other special areas of concern on an as needed basis.

(f) The Department of the Environment, with adequate funding to assist the Council in carrying out its mission, shall provide professional and administrative staff to the Council.

(g) All members of the Council shall serve without compensation.

Section 1203. RESPONSIBILITIES.

(a) The Council's responsibilities shall include, but not be limited to, the following:

(1) Advise the Mayor, Board of Supervisors, city departments and commissions on urban forestry concerns;

(2) Review project plans for major publicly-sponsored developments and civic improvements and changes to the public right-of-way as they may impact trees. Based on its review, the Council shall make recommendations regarding these projects to the Planning Department and other affected agencies;

(3) Establish criteria for a landmark/heritage tree program to provide for the protection of valuable trees on public and private property. The program shall propose administrative procedures and a tree removal appeal process for landmark/heritage trees;

(4) Adopt guidelines for protecting trees during project design and construction;

(5) Encourage early and continuous public participation in urban forestry projects and programs that includes consideration of neighborhood interests;

(6) Facilitate the cooperative interaction of tree-related activities among various city, State, and federal agencies, as well as among businesses, public utilities, non-profit organizations, and the public;

(7) Notify and involve public agencies when issues relate to trees on lands under their jurisdiction;

(8) Provide at designated Council meetings for a regular forum that follows an agenda of scheduled topics for public discussion of urban forestry issues;

(9) Assist with the formulation of legislation and policies that affect trees;

(10) Serve as a clearinghouse for information related to the urban forest through the Department of the Environment;

(11) Prepare the plans and reports as set forth in this legislation; and

(12) Assist agencies with tree management responsibilities in their efforts to incorporate and follow the urban forest plan guidelines, best management practices, and other Council recommendations and policies.

Section 1204. URBAN FOREST PLAN.

(a) To assure well-guided stewardship of San Francisco's trees, the Council shall develop and adopt a long-term comprehensive plan that sets policy for the management of the City's public and private trees. This Urban Forest Plan shall be developed in consultation with affected City agencies and with input from interested members of the public.>

(1) The planning process for such Plan shall include an assessment of the current condition of the urban forest and create a vision and goals that incorporate community values on urban forestry stewardship.

(2) the Planning process also shall include consideration of and referral to existing plans that relate to trees, including, but not limited to, plans for reforestation of parks and plans for street trees.

(3) The Plan shall include strategies and activities for achieving the envisioned urban forest. It shall include specific guidance to agencies and the public in developing education programs, establishing continuous and consistent tree care practices, identifying funding priorities and opportunities, and assuring that all needs of the urban forest are recognized and addressed.

(b) The Council shall oversee periodic updates to the Plan and evaluate the effectiveness of agencies in reaching the Plan's goals.

(c) Prior to adoption of the Plan or amendment thereto, the Council shall forward the plan and amendments to affected city agencies for review.

(d) The Council shall work with the Planning Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the City's General Plan.

(e) The Council shall work with the Recreation and Park Department and the Department of the Environment to incorporate elements of the Urban Forestry Plan into the Recreation and Park Department's forestation plans.

Section 1205. PUBLIC EDUCATION AND OUTREACH.

(a) To improve management by individual property owners and those who provide tree services to property owners, the Council shall assist with education programs. The Council shall design education programs for the public and tree care professionals to inform and gain public support for urban forestry programs.

(b) The Council shall promote trees as essential infrastructure with inherent value to the City of San Francisco. As infrastructure, trees will require consideration when designing and engineering public and private development projects.

(c) The Council shall promote an understanding of San Francisco's urban forest as habitat for the wild animals that make up a significant part of San Francisco's natural heritage.

(d) The Council's outreach shall include, but not be limited to, the following:

(1) Fostering an understanding of the value of trees;

(2) Promoting public understanding of City tree programs and laws;

(3) Working with the media to bring urban forestry concerns and information to the public;

(4) Facilitating presentations, programs, and other outreach to property owners and the business and corporate community; and

(5) Promoting special events such as a citywide Arbor Day.

Section 1206. BEST MANAGEMENT PRACTICES.

(a) In an effort to establish and maintain a healthy and sustainable urban forest and ensure public health and safety, the Council shall develop and adopt tree care best management practices for public and private trees. The practices for tree maintenance shall focus on the protection of trees from premature death and irreversible damage caused by improper or inadequate tree maintenance.

(b) The Council shall develop the best management practices in consultation with affected City agencies and with input from interested members of the public. The Council's evaluation of such practices shall incorporate an analysis of the projected costs for implementation of the practices. The best management practices shall include, but not be limited to, the following:

(1) Species selection;

(2) Planting practices;

(3) Young tree care;

(4) Tree pruning and maintenance; and

(5) Tree removal.

(c) The Council, with the assistance of the Board of Supervisors, shall urge and encourage City, State, and federal agencies, as well as private property owners and tree care companies working in San Francisco, to adhere to the Council's management practices and tree care standards.

>Section 1207. FUNDING ASSESSMENT.

(a) The Board of Supervisors shall make efforts to provide adequate funding for the Department of the Environment's support of the Council.

(b) In the event funding is not allocated by the City and County of San Francisco for staffing the Council, the Council shall pursue funds for any shortfall in the necessary staffing and support activities and additional funds for any other project it deems necessary to implement this legislation.

(c) To ensure that adequate resources are available for tree management and that public funding is used wisely, the Council shall:

(1) Review urban forestry program budget priorities and make recommendations about urban forestry funding requirements to the Mayor, Board of Supervisors, and affected city departments and commissions;

(2) Investigate and pursue funding options for various urban forestry activities;

(3) Assist agencies and organizations in securing funding for urban forestry programs;

(4) Apply for and accept grants for public agency or privately sponsored urban forestry programs pursuant to the procedures in the Administrative Code; and

(5) Determine whether there are opportunities to improve efficiency and eliminate possible redundancies among managing agencies through city-wide coordination of tree operations.

Section 1208. STAFFING SUPPORT AND RESONSIBILITIES.

(a) A coordinator from the Department of the Environment shall staff the Council. The coordinator's responsibilities shall include, but not be limited to, the following:

(1) Fundraising;

(2) Developing and drafting guidelines for adoption;

(3) Preparing staff and annual reports;

(4) Coordinating with other agencies; and

(5) Develop an annual city-wide tree management budget for local governmental agencies

(b) The coordinator is essential in order to implement the intent of this legislation.

Section 1209. REPORTING RESPONSIBILITY.

(a) The Council shall report to the Board of Supervisors and Mayor by September 1st of each year regarding the state of the urban forest. The report shall contain a review the quality of urban forest stewardship and an assessment of how well public agencies and other urban forest managers are implementing the Urban Forest Plan. The report shall include, but not be limited to, the following:

(1) Condition of the urban forest, species composition, and other tree stand characteristics;

(2) Summary of urban forestry activities, such as total number of trees, number of trees removed, and number of trees planted on private lands and under the jurisdictions of public agencies and non-profit organizations.

(3) Analysis of the adherence to the Urban Forest Plan;

(4) Analysis of the adherence to the best management practices;

(5) The Council's public education and outreach projects;

(6) Notable achievements in urban forestry;

(7) The status of funding for urban forestry programs; and

(8) Proposals for tree care guidelines or changes to adopted tree care programs or plans.

(b) City agencies and any non-profit organizations that accept city funding shall report to the Council regarding the trees they manage, the extent to which their management plans correspond to the Urban Forest Plan, and implementation of the best management practices. The Council shall receive the report no later than June 30 of each year. Other public entities also are urged to submit reports to the Council regarding the trees they manage.

(c) City agencies that do not adhere to the policies, guidelines, or standards outlined in the Urban Forest Plan or best management practices shall explain their reasoning at a public hearing before the Council.

(d) Within ninety (90) days of the Council's establishment, the Council shall adopt procedures to address the public hearing process specified in Subsection (c) above.

APPROVED AS TO FORM:
LOUISE H. RENNE, City Attorney
By:
JOHN D. MALAMUT, Deputy City Attorney

File No. R-2006-13-UFC

Resolution No. 012-06-UFC
December 8, 2006

[San Francisco Street Tree Recommendations List]

Resolution adopting the San Francisco Street Tree Recommendations List.

WHEREAS, The San Francisco Street Tree Recommendations List was developed to improve coordination of urban forest through the following actions: (1) to reconcile the recommended street tree lists of the two major tree planting organizations, the Department of Public Works and the Friends of the Urban Forest; (2) to increase the diversity of the urban forest by considering new or under utilized street tree species; and (3) to serve as a single source of information to eventually develop materials for public education regarding street tree planting; and

WHEREAS, The Street Tree Recommendations List is a collaborative effort between the Urban Forestry Council, Friends of the Urban Forest, and the Department of Public Works Bureau of Urban Forestry to achieve the three actions listed above; and

WHEREAS, The next phase will be to continually make adjustments to the Street Tree Recommendations List based on performance of existing species listed and evaluation of new proposals or introductions and to develop a reference of species characteristics and cultural requirements for the public; and

WHEREAS, The Urban Forestry Council's Planning and Policy Committee at their November 16, 2006 meeting approved a San Francisco Street Tree Recommendations List for adoption by the Urban Forestry Council; now therefore, be it

RESOLVED, The Urban Forestry Council at their December 8, 2006 meeting reviewed and adopted the Street Tree Recommendations List dated December 8, 2006 that is attached to this Resolution.

I hereby certify that the Urban Forestry Council adopted the Street Tree Recommendations List at their Regular Meeting on December 8, 2006.

Monica Fish

Monica Fish, Council Secretary

VOTE:	Adopted (13-0) (2 Absent)
Ayes: .	Council Members Blair, Cohen, Costello, Griswold, Marks, Miller, Milne, Nervo, Quirke, Rodgers, Sacamano, Sherk, and Sustarich
Noes:	None
Absent:	Council Members Boss and Habert

	List A= Species that perform well in many locations in SF				Disclaimer: Every site has unique conditions. A lot of factors go into choosing a tree. This list is only a guideline, not to be used without consultation. Consult a tree professional before choosing and planting a tree.	
	List B= Species that perform well in certain locations with special circumstances, as noted		San Francisco Street Tree Recommendations - a collaborative effort between FUF, BUF and Larry Costello, Fall 2006			
	List C= Species that need further evaluation					
List	Genus	Species	Cultivars/Recommended Varieties	Common Name	Comments	Last Reviewed (Annual reviews recommended)
A	Arbutus	x 'Marina'		Strawberry Tree		11/16/2006
A	Callistemon	citrinus		Lemon Bottlebrush		11/16/2006
A	Callistemon	viminalis		Weeping Bottlebrush		11/16/2006
A	Cordyline	australis		Cabbage Palm		11/16/2006
A	Eriobotrya	deflexa		Bronze Loquat		11/16/2006
A	Gingko	biloba	'Autumn Gold', 'Saratoga'	Maidenhair Tree, Gingko		11/16/2006
A	Lagunaria	patersonii		Primrose Tree		11/16/2006
A	Lophostemon	confertus		Brisbane Box	Formerly Tristania conferta	11/16/2006
A	Magnolia	grandiflora	'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'	Southern Magnolia		11/16/2006
A	Melaleuca	linarifolia		Flaxleaf paperbark		11/16/2006
A	Melaleuca	quinquenervia		Cajeput tree		11/16/2006
A	Metrosideros	excelsus		New Zealand Christmas Tree		11/16/2006
A	Olea	europaea		European Olive		11/16/2006
A	Pittosporum	undulatum		Victorian Box		11/16/2006
A	Platanus	x acerifolia	'Bloodgood,' 'Yarwood,'	London Plane		11/16/2006
A	Prunus	cerasifera	Krauter Vesuvius'	Flowering Plum		11/16/2006
A	Prunus	serrulata	Kwanzan'	Flowering Cherry		11/16/2006
A	Pyrus	calleryana	'Aristocrat' or 'Chanticleer'	Flowering Pear		11/16/2006
A	Pyrus	kawakamii		Evergreen Pear		11/16/2006

A	Tristania conferta-see Lophostemon confertus					
A	Tristaniopsis	laurina		Small leaf Tristania		11/16/2006
A	Tristaniopsis	laurina	Elegant'	Small leaf Tristania		11/16/2006
A	Ulmus	parvifolia		Chinese Elm		11/16/2006
A	Washingtonia	robusta		Mexican Fan Palm		11/16/2006
B	Acacia	baileyana	Purpurea'	Bailey's acacia	fast growing, high maintenance	11/16/2006
B	Acer	buergeranum		Trident maple	prefers heat, wind protection	11/16/2006
B	Acer	rubrum		Red Maple	prefers heat, wind protection	11/16/2006
B	Aesculus	carnea		Red Flowering Horse chestnut	gets windburn easily in summer even in protected sites	11/16/2006
B	Celtis	sinensis		Chinese Hackberry	prefers heat, wind protection, uneven performer	11/16/2006
B	Ceratonia	siliqua		Carob tree	needs large space, good drainage	11/16/2006
B	Corymbia	ficifolia		Red Flowering Gum	Formerly Eucalyptus ficifolia. needs lots of sidewalk space	11/16/2006
B	Crataegus	phaenopyrum		Washington thorn	subject to insect pests, has thorns, possibly susceptible to fire blight	11/16/2006
B	Crataegus	laevigata	Paul's Scarlet'	English hawthorn	needs wind protection	11/16/2006
B	Cupaniopsis	anacardioides		Carrotwood	uneven performer, needs heat, wind protection	11/16/2006
B	Eucalyptus ficifolia - see Corymbia ficifolia					11/16/2006
B	Eucalyptus	nicholii		Nichol's Willow-Leafed Peppermint	needs space, fast growing, high maintenance	11/16/2006
B	Eucalyptus	polyanthemos		Silver dollar gum	needs space, fast growing, high maintenance	11/16/2006
B	Geijera	parvifolia		Australian willow	prefers heat, wind protection	11/16/2006
B	Gleditsia	triacanthos	Shademaster'	Honey locust	fast growing, prefers heat, wind protection	11/16/2006
B	Hymenosporum	flavum		Sweetshade	uneven performer, prefers heat, wind protection, good drainage, does well when protected from wind	11/16/2006
B	Jacaranda	mimosifolia		Jacaranda	uneven performer, prefers heat, wind protection, good drainage	11/16/2006
B	Koelreuteria	paniculata		Golden Rain Tree	uneven performer, prefers heat, wind protection	11/16/2006
B	Laurus	nobilis	Saratoga'	Bay Laurel	uneven performer, prefers heat, wind protection, gets pests	11/16/2006
B	Leptospermum	laevigatum		Australian tea tree	roots poorly, needs staking for many years, or even permanent metal staking	11/16/2006
B	Liquidambar	styraciflua		Sweet gum	needs space for canopy and roots	11/16/2006
B	Liriodendron	tulipifera		Tulip tree	uneven performer, gets pests, prefers heat and wind protection	11/16/2006
B	Lyonothamnus	floribundus asplenifolius		Catalina Ironwood	prefers heat, wind protection	11/16/2006

B	Magnolia	grandiflora	Russet'	Southern magnolia	large cultivar, needs space	11/16/2006
B	Maytenus	boaria		Mayten Tree	needs space for roots, produces many suckers	11/16/2006
B	Melaleuca	ericifolia		Heath melaleuca	roots poorly, needs staking for many years	11/16/2006
B	Melaleuca	stypheloides		Prickly Tea Tree	prickly and can root poorly	11/16/2006
B	Michelia	doltsopa		Sweet Michelia	uneven performer, very slow grower, prefers heat and wind protection	11/16/2006
B	Phoenix	dactylifera		Date Palm	needs space due to height and width	11/16/2006
B	Phoenix	canariensis		Canary Island Date Palm	needs space due to height and width	11/16/2006
B	Pistacia	chinensis	Keith Davey'	Chinese pistache	prefers heat, wind protection	11/16/2006
B	Pittosporum	crassifolium		Karo Tree	best for narrow sidewalks in foggy and windy areas. Can leak sap from trunk.	11/16/2006
B	Podocarpus	gracilior		Fern Pine	gets pests, better as a shrub	11/16/2006
B	Quercus	agrifolia		Coast Live Oak	uneven performer, prefers heat, wind protection, good drainage	11/16/2006
B	Quercus	suber		Cork Oak	needs space, good for medians	11/16/2006
B	Rhus	lancea		African Sumac		11/16/2006
B	Syagrus	romanzoffianum		Queen Palm	needs heat, wind protection	11/16/2006
B	Tilia	cordata		Little-Leaf Linden	needs space, may sucker	11/16/2006

C	Acer	x freemanii		Red Maple hybrids		11/16/2006
C	Brachychiton	populneum		Bottle Tree	prefers heat, wind protection	11/16/2006
C	Carpinus	betulus	Fastigiata'	European Hornbeam		11/16/2006
C	Chorisia	speciosa		Floss silk tree	prefers heat, wind protection	11/16/2006
C	Corylus	colurna		Turkish hazel		11/16/2006
C	Elaeocarpus	decipiens		Japanese blueberry tree		11/16/2006
C	Gingko	biloba	Princeton Sentry'	Gingko	more upright form with smaller leaves	11/16/2006
C	Magnolia	soulangeana	Rustica Rubra'	Saucer magnolia		11/16/2006
C	Michelia	champaca		Champaca	needs wind protection, prefers heat, clay soil	11/16/2006
C	Platanus	x acerifolia	Columbia'	London plane		11/16/2006
C	Pittosporum	rhombifolium		Queensland Pittosporum		11/16/2006
C	Pittosporum	eugenioides		Lemonwood		11/16/2006
C	Quercus	frainetto	Forest Green'	Italian Oak		11/16/2006
C	Quercus	phellos		Willow Oak		11/16/2006
C	Schinus	molle		Brazilian pepper	prefers heat	11/16/2006
C	Sorbus	aucuparia (or other species)		European Mountain Ash		11/16/2006
C	Ulmus	parvifolia x carpinifolia	Frontier'	Frontier Elm		11/16/2006
C	Ulmus	wilsoniana	Prospector'	Prospector Elm		11/16/2006
C	Ulmus	japonica x wilsoniana	Accolade'	Accolade Elm		11/16/2006
C	Zelkova	serrata		Sawleaf zelkova	needs space, warmth	11/16/2006

A	Tristania conferta- see Lophostemon confertus					
A	Tristaniopsis	laurina		Small leaf Tristania		11/16/2006
A	Tristaniopsis	laurina	Elegant'	Small leaf Tristania		11/16/2006
A	Ulmus	parvifolia		Chinese Elm		11/16/2006
A	Washingtonia	robusta		Mexican Fan Palm		11/16/2006
B	Acacia	baileyana	Purpurea'	Bailey's acacia	fast growing, high maintenance	11/16/2006
B	Acer	buergeranum		Trident maple	prefers heat, wind protection	11/16/2006
B	Acer	rubrum		Red Maple	prefers heat, wind protection	11/16/2006
B	Aesculus	carnea		Red Flowering Horse chestnut	gets windburn easily in summer even in protected sites	11/16/2006
B	Celtis	sinensis		Chinese Hackberry	prefers heat, wind protection, uneven performer	11/16/2006
B	Ceratonia	siliqua		Carob tree	needs large space, good drainage	11/16/2006
B	Corymbia	ficifolia		Red Flowering Gum	Formerly Eucalyptus ficifolia. needs lots of sidewalk space	11/16/2006
B	Crataegus	phaenopyrum		Washington thorn	subject to insect pests, has thorns, possibly susceptible to fire blight	11/16/2006
B	Crataegus	laevigata	Paul's Scarlet'	English hawthorn	needs wind protection	11/16/2006
B	Cupaniopsis	anacardioides		Carrotwood	uneven performer, needs heat, wind protection	11/16/2006
B	Eucalyptus ficifolia - see Corymbia ficifolia					11/16/2006
B	Eucalyptus	nicholii		Nichol's Willow-Leafed Peppermint	needs space, fast growing, high maintenance	11/16/2006
B	Eucalyptus	polyanthemos		Silver dollar gum	needs space, fast growing, high maintenance	11/16/2006
B	Geijera	parvifolia		Australian willow	prefers heat, wind protection	11/16/2006
B	Gleditsia	triacanthos	Shademaster'	Honey locust	fast growing, prefers heat, wind protection	11/16/2006
B	Hymenosporum	flavum		Sweetshade	uneven performer, prefers heat, wind protection, good drainage, does well when protected from wind	11/16/2006
B	Jacaranda	mimosifolia		Jacaranda	uneven performer, prefers heat, wind protection, good drainage	11/16/2006
B	Koelreuteria	paniculata		Golden Rain Tree	uneven performer, prefers heat, wind protection	11/16/2006
B	Laurus	nobilis	Saratoga'	Bay Laurel	uneven performer, prefers heat, wind protection, gets pests	11/16/2006
B	Leptospermum	laevigatum		Australian tea tree	roots poorly, needs staking for many years, or even permanent metal staking	11/16/2006
B	Liquidambar	styraciflua		Sweet gum	needs space for canopy and roots	11/16/2006
B	Liriodendron	tulipifera		Tulip tree	uneven performer, gets pests, prefers heat and wind protection	11/16/2006
B	Lyonothamnus	floribundus asplenifolius		Catalina Ironwood	prefers heat, wind protection	11/16/2006

	List A= Species that perform well in many locations in SF				Disclaimer. Every site has unique conditions. A lot of factors go into choosing a tree. This list is only a guideline, not to be used without consultation. Consult a tree professional before choosing and planting a tree.	
	List B= Species that perform well in certain locations with special circumstances, as noted		San Francisco Street Tree Recommendations - a collaborative effort between FUF, BUF and Larry Costello, Fall 2006			
	List C= Species that need further evaluation					
List	Genus	Species	Cultivars/Recommended Varieties	Common Name	Comments	Last Reviewed (Annual reviews recommended)
A	Arbutus	x 'Marina'		Strawberry Tree		11/16/2006
A	Callistemon	citrinus		Lemon Bottlebrush		11/16/2006
A	Callistemon	viminalis		Weeping Bottlebrush		11/16/2006
A	Cordyline	australis		Cabbage Palm		11/16/2006
A	Eriobotrya	deflexa		Bronze Loquat		11/16/2006
A	Gingko	biloba	'Autumn Gold', 'Saratoga'	Maidenhair Tree, Gingko		11/16/2006
A	Lagunaria	patersonii		Primrose Tree		11/16/2006
A	Lophostemon	confertus		Brisbane Box	Formerly Tristania conferta	11/16/2006
A	Magnolia	grandiflora	'Sam Sommers,' 'St. Mary,' 'Majestic Beauty,' 'Little Gem'	Southern Magnolia		11/16/2006
A	Melaleuca	linarifolia		Flaxleaf paperbark		11/16/2006
A	Melaleuca	quinquenervia		Cajeput tree		11/16/2006
A	Metrosideros	excelsus		New Zealand Christmas Tree		11/16/2006
A	Olea	europaea		European Olive		11/16/2006
A	Pittosporum	undulatum		Victorian Box		11/16/2006
A	Platanus	x acerifolia	'Bloodgood,' 'Yarwood,'	London Plane		11/16/2006
A	Prunus	cerasifera	Krauter Vesuvius'	Flowering Plum		11/16/2006
A	Prunus	serrulata	Kwanzan'	Flowering Cherry		11/16/2006
A	Pyrus	calleryana	'Aristocrat' or 'Chanticleer'	Flowering Pear		11/16/2006
A	Pyrus	kawakamii		Evergreen Pear		11/16/2006

C	Acer	x freemanii		Red Maple hybrids		11/16/2006
C	Brachychiton	populneum		Bottle Tree	prefers heat, wind protection	11/16/2006
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CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE

RESCHEDULED MEETING
APPROVED MINUTES

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Thursday, January 17, 2008, 4:15 p.m.
City Hall, Room 421
San Francisco, CA 94102

***The Planning and Funding Committee's Regularly Scheduled Meeting on Thursday, January 17, 2008 at 4:00 p.m., 11 Grove Street was rescheduled to 4:15 p.m. and held in Room 421, City Hall.**

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:20 p.m. Present: Chair Short; Members Habert, Milne, and Sherk. Absent: Member Miller; Excused: Members Marks and Quirke.

2. **Approval of Minutes of the December 20, 2007 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action). Upon Motion by Member Milne and second by Member Short, the Minutes were approved without objection (AYES: Chair Short, Members Habert, Milne and Sherk) (Absent: Members Marks, Miller and Quirke). (Explanatory document: Approved Minutes of the December 20, 2007 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=73020).

3. **Permeable Landscaping and Public Open-Space Gardens.** Resolution recommending that the Urban Forestry Council in conjunction with other city agencies and community groups or individuals design and install three permeable landscaping and public open-space gardens located on public rights-of-way that incorporate Landmark and/or "significant" trees in 2008. The Committee will make recommendations to the Council (Discussion and Action) (Explanatory Documents: Draft Resolution (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/JocelynResPilotProjects.doc and Design and Implementation Tasks (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/Implementation%20tasksSPPGCohen.pdf)

   SPEAKER: Urban Forestry Council Member Jocelyn Cohen

   Urban Forestry Council Member Cohen discussed the concepts, timeline, and implementation tasks associated with installing permeable landscaping and public open space gardens on public rights-of-way that incorporate landmark and/or significant trees. It was stated that there are a number of City entities that are involved with sidewalk greening and have different approaches; e.g., the Urban Forestry Council, San Francisco Tree Council, Living Library, Plant*SF. Council Member Cohen stated that she has been working on the idea of sidewalk pocket park gardens for approximately nine years. It was proposed that the Urban Forestry Council (1) guide the creation of three model or pilot sites in conjunction with other City entities with a focus on landmark or significant trees, and (2) work on determining what the cost would be in order to set up guidelines for others.

Member Sherk asked if the proposal was to have the Council raise the money or to just endorse the concept. Council Member Cohen stated that the Council had previously endorsed the concept and suggested that now is the time to actually guide the project through fruition by means of (1) a Task Force, (2) soliciting funds through different entities, or (3) working in collaboration with other City entities and stakeholders; e.g. Department of Public Works (DPS), Water District, etc. Member Sherk indicated that her work has opportunities for creating examples of pocket parks with street trees.

Chair Short provided the following comments:

1. It is a good idea to target specific trees but discussed the damage that can be caused to larger trees when removing the sidewalk around them. It was suggested that tree species be examined in order to avoid possible root disturbance.
2. Identify in agreements the entity that would be responsible for long-term maintenance.
3. Prioritize which Department would receive the funding to sponsor the project.
4. The pilot project should be an open fair process where people can submit their ideas and should be fair as to who is chosen.
5. Funding would not be a problem and could offer ideas on who would be interested in contributing. It was stated that the bigger challenge would be the location and identifying an entity to do the work.
6. Work with community-driven/neighborhood groups that have done large-scale landscaping projects to take the lead with support and guidance from the Council.
7. The Council is an advisory body, not really an implementing body, but could be used as a mechanism to promote existing projects and to remind people that there is an urban forest under-story in addition to trees.

Member Milne endorsed the concept of blending the landmark and significant trees into the green sidewalk movement. Chair Short stated that most landmark trees are located on medians and significant trees on private property so it would be limited to only a few landmark trees in sidewalk areas. Member Milne suggested the Stanyan Street landmark tree and the 3rd Street Pepper tree as potential candidates for the pilot project. Member Habert stated that he would like to see this program be geographically spread throughout the City in order to incorporate additional greening, as the City has too much concrete. It was recommended that adequate space for trunks or roots be provided for in the design.

Urban Forestry Coordinator Hui asked who would be assigned to manage the project site installations. Chair Short suggested that work be coordinated through an established group with the Council providing support. Member Milne suggested that Coordinator Hui research and recommend neighborhoods in which to promote the pilot projects. It was also suggested that the Council review the parameters and survey possible locations and trees. Chair Short stated that there are opportunities for funding for interested groups who would be interested in managing the projects.

Member Habert recommended contacting Ms. Rosey Jencks, San Francisco Public Utilities Commission (SFPUC), who is in charge of a program to enhance the amount of permeable soil in the City and making the sewer system responsive to the native hydrology of this peninsula. It was stated that the San Francisco Redevelopment Agency does a lot of work in the southeast quadrant of the City, which could possibly be another source of funding. Member Habert also recommended identifying important corridors that contain landmark trees or groups of potential landmark trees that tell stories about the City and its history. Member Sherk discussed the concept of creating a narrative walk as it relates to framing watersheds and indicated she would be bringing the Islais Creek opportunity to the Council.

Public Comment: Urban Forestry Council Member Blair stated that she was impressed with Council Member Cohen's excellent work on this project and answers to questions from novices. It was stated that streets and sidewalks make up about 25% of our City and commended the idea of working with a community group. Council Member Blair suggested inquiring about funding for these projects from the Planning Department's Better Streets Plan effort. Council Member Cohen stated that (1) the Association of Landscape Designers would be interested in doing prototype designs that property owners could use; (2) other City entities through the Urban Forestry Council may want to donate things or be involved in work they are already currently doing, such as taking out concrete, etc; and (3) arborists may want to be involved in pruning big trees or pruning clubs could be involved in pruning smaller trees.

Upon Motion by Member Milne and second by Member Habert, Resolution File No. 2008-02-UFC was approved for recommendation to the Council without objection (AYES: Chair Short, Members Habert, Milne and Sherk) (Absent: Members Marks, Miller and Quirke).

4. **Review of Council Bylaws, Environmental Code Chapter 12, and Listing of other City Advisory Councils.** How to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc and Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the December 20, 2007 Meeting.)

   Continued to the February 21, 2008 meeting.

5. **Role of the Urban Forestry Council's Environmental Assistant.** Discussion of the Committee's vision for the role for the Environmental Assistant and recommendations to the Department of the Environment (Discussion and Action) (Continued from the December 20, 2007 Meeting).

   Upon Motion by Chair Short and second by Member Milne, the following recommendations were made for the Urban Forestry Council's Environmental Assistant role to forward to the full Council at their February meeting for approval (AYES: Chair Short, Members Habert, Milne and Sherk) (Absent: Members Marks, Miller and Quirke).

   - **Hold regular meetings with Supervisors aides and the Mayors Office of Greening to keep them apprised of Council activities. It was suggested that as much as possible, information should be relevant to the Supervisor's District.**

- **Make sure that the Council receives neighborhood plans and regular presentations from the Planning Department and other City agencies as well as staying current on all activities so the Council has an opportunity to provide feedback.**
- **Schedule a discussion with the Council on how regular work requests should be handled—either through the Chair or a form reviewed by the Chair. Schedule a regular meeting between the Chair and Assistant on work requests after the monthly Council meeting.**

Coordinator Hui suggested telephone or email communication relaying a monthly status report of activities as an alternative to monthly meetings. It was stated that If there were something specific to be discussed or worked on, that would be the time to schedule a meeting. Members discussed the importance of a staff relationship with Supervisor's Aides and the Greening Director. Coordinator Hui stated that there are not always concrete outcomes at meetings so monthly meetings would not always be effective. It was stated that an invitation would be extended to the new Greening Director to attend the landmark tree outreach on the Octavia Bush Street trees.

Public Comment: Ms. Eng suggested providing individual district greening updates to the district Supervisor and selecting a different district to work on from month to month. It was suggested that the Council provide Coordinator Hui issues to report on. Chair Short suggested making the Supervisor aware of trees that are nominated in their district if they are not the one making the nomination. Coordinator Hui indicated that she has compiled a list of Aides and their emails and would send all landmark tree notices to each Supervisor. A special note to the District Supervisor where the tree is nominated would also be transmitted.

Public Comment: Member Blair asked how the Council would participate in the content of meetings with Supervisors and the Mayor's Office of Greening. Committee Member Milne stated that a report would be given on Council activities from the month's meeting and the Council's interest in future activities.

Chair Short discussed several of the Council's Work Plan recommendations and indicated that if the items were approved, it would be part of the Assistant's work plan.

1. Working to raise awareness about the need for maintenance of trees, both those that are being planted and those that exist.
2. Recommend that the Board nominate a certain number of trees for landmark status.
3. Recommendations to the Board on requiring certification for anyone that works on a tree under City jurisdiction. The Planning and Funding Committee would consider recommendations with support from the Assistant.
4. Create a City Pine pitch canker policy.

Member Sherk suggested that the Assistant work on expanding the list of street trees and research the cultural significance of certain trees. Coordinator Hui indicated she would be involved in the new Urban Forest Plan Request for Proposal that includes a proposed scope for identifying recommended species for different locations.

Public Comment: Council Member Cohen suggested quarterly meetings with legislative aides. Council Member Cohen discussed a program in Los Angeles that is successful in urban forest improvements by promoting enthusiasm from each district through competitiveness.

Public Comment: Ms. Eng suggested a better coordination process for work requests to Coordinator Hui through a list of priorities and the work plan. It was recommended that the Chair after each monthly Council meeting relay work requests to the Coordinator. Chair Short suggested that a request form be created geared towards specific projects.

6. **Review of Street Tree List adopted by the Urban Forestry Council in 2006** (Discussion and Possible Action) (Explanatory Documents: Resolution 012-06-UFC adopting Street Tree List and Recommended Street Tree List (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/Res012-06-UFCStreetTreeList.PDF) (Continued from the December 20, 2007 Meeting).

   Coordinator Hui explained that it is a requirement that the Street Tree List be reviewed and adopted each year. Chair Short indicated that the Council's work plan would expand beyond street trees to parks and backyards. Member Sherk recommended adding explanatory material on the cultural significance of trees.

   Upon Motion by Member Milne and second by Chair Short, the 2006 Street Tree List was approved with a request to create a 2008 Resolution adopting the Street Tree List adding a clause that states that it is possible to make amendments throughout the year (AYES: Chair Short, Members Habert, Milne and Sherk) (Absent: Members Marks, Miller and Quirke).

7. **New Business/Future Agenda Items.** (Discussion) Council Secretary Fish reported that the Council would consider amending the Bylaws at their January 25 meeting to account for the Planning and Funding Committee's new meeting location of City Hall, Room 421, and meeting time of 4:15 p.m. – 5:45 p.m.

8. **Public Comment**: Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:46 p.m.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco
11 Grove Street
San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: February 21, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, February 21, 2008, 4:00 P.M.
Department of the Environment, 11 Grove Street, Eco-Center
San Francisco, CA

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call**
2. **Approval of Minutes of the January 17, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the January 17, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=74397).
3. **Review of Council Bylaws, Environmental Code Chapter 12, and Responses from other City Advisory Councils.** How to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc and Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the January 17, 2008 Meeting.)
4. **New Business/Future Agenda Items.** (Discussion)
5. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
6. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at the Department of the Environment, 11 Grove Street, Eco Center in San Francisco, CA. The Eco Center is wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

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Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: February 14, 2008

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
DRAFT MINUTES

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Thursday, February 21, 2008, 4:00 p.m.
Department of the Environment, 11 Grove Street, Eco-Center
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

Order of Business

1. **Call to Order and Roll Call.** The Urban Forestry Council Planning and Funding Committee meeting was called to order at 4:10 p.m. Present: Chair Short; Members Habert, Milne, Quirke (4:20), and Sherk. Absent: Members Marks and Miller.

2. **Approval of Minutes of the January 17, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action). Upon Motion by Chair Short and second by Member Milne, the January 17, 2008 Meeting Minutes were approved (AYES: Chair Short, Members Habert, Milne, and Sherk) (Absent: Members Marks, Miller and Quirke) (Explanatory document: Approved Minutes of the January 17, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=74397).

3. **Review of Council Bylaws, Environmental Code Chapter 12, and Responses from other City Advisory Councils.** How to strengthen the Urban Forestry Council's role after review of documents and through consultation with other City Advisory Councils (Discussion). (Explanatory Documents: Urban Forestry Council Bylaws (Word) http://www.sfenvironment.org/downloads/library/bylawsadoptedon082807.doc and Environment Code Chapter 12 (Word) http://www.sfenvironment.org/downloads/library/uf1uforidinance.doc (Continued from the January 17, 2008 Meeting.)

   Chair Short reported that the proposed Board of Supervisors legislation to change the membership composition of the Urban Forestry Council would have an impact on the Planning Committee's discussion of how to strengthen the Council's role. Member Milne distributed a copy of the proposed legislation at today's meeting (Explanatory Document Proposed Legislation (PDF) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCProposedLegislationMembership.pdf). Deputy City Attorney Cabrera indicated that the Committee could discuss the legislation at today's meeting only in the context of how it relates to review of the Bylaws. Chair Short stated that the intent of the Bylaws is to call out specific focuses and responsibilities for the Council. The Planning and Funding Committee at today's meeting was intending to discuss how those responsibilities would relate to making the Council more relevant. Chair Short indicated that she had not received a response from other agencies to her request for general information. It was recommended that the Committee and/or Council weigh in on agency area plans and other planning initiatives as well as make specific recommendations regarding Planning Department projects that are moving forward, such as the Urban Forest Master Plan.

   Chair Short felt that the Council in the past year had not been guided by the purposes and responsibilities called out in their Bylaws. Member Sherk stated that the proposed legislation would make the Council ineffective as it does not include agency representation which she stated was important in terms of providing a specific knowledge base for City activities, planting, and maintaining the urban forest. Deputy City Attorney Cabrera recommended that specific discussion of the proposed legislation be placed on the Council's agenda or a subsequent Committee meeting for discussion and not be discussed during this agenda item. It was stated that the proposed legislation was introduced and would be scheduled for a

future Board of Supervisors Rules Committee meeting. Member Milne requested that the legislation be placed on the March full Council agenda for discussion.
Chair Short stated that it is relevant for the Council to have influence over agencies that are responsible for actual implementation. It was recommended that the Planning and Funding Committee schedule quarterly reviews of their purposes and responsibilities to make sure these functions are being addressed. Member Milne recommended that future agenda items be structured around the Bylaws outline of purposes and responsibilities instead of continuing this agenda item. Member Sherk expressed her support for quarterly reviews of the Bylaws purposes and responsibilities and adding to them if necessary.

Public Comment: Urban Forestry Council Member Blair inquired whether any of the purposes and responsibilities outlined in the Bylaws had been implemented. Chair Short and Member Milne reported that several key areas had been worked on; e.g. the Recommended Street Tree List, the Urban Forest Plan, education and outreach, etc. Council Member Blair inquired about the Board of Supervisors process for adopting legislation. Deputy City Attorney Cabrera stated that legislation that is pending before the Board (introduced or at Committee level) does not take effect until the full Board and Mayor have adopted the legislation.

4. **New Business/Future Agenda Items** (Discussion).

- Coordinator Hui reported that Member Rodgers had directed her to the project manager for the Eastern Neighborhood Community Plan, sponsored by the Planning Department, and she has requested an informational presentation of the overall plan for the Council. Coordinator Hui reported that she has not received a response to her request and has asked Member Rodgers to help schedule a speaker. Chair Short suggested that this topic be brought before the full Council in March and then to the Planning and Funding Committee if requested.

- Member Sherk requested that the Planning and Funding Committee at their March meeting review the opportunity of framing the Islais Creek Watershed with trees and other plantings and then forward to the full Council as a discussion item.

- Chair Short suggested discussing funding at the next meeting as the City is in the middle of its budget process. Member Quirke suggested including an update on City budget proposals and cuts that may affect urban forestry funding.

  Member Quirke requested that the Planning Department present an update on the Urban Forest Plan at the March 28 Council meeting. Chair Short reported that the Planning Department is evaluating consultant proposals, has held interviews, and will be choosing a consultant. Member Habert indicated that the Council has handed over the entire process to the Planning Department and does not seem to have input into how the consultant selection process is working or in reviewing proposals. Member Habert inquired whether the Planning Department would be scheduling a community informational presentation before they select a consultant. Chair Short reported that the Request for Proposal (RFP), which is a public document, includes a section that calls for input and coordination with the Urban Forestry Council. Chair Short advised that Coordinator Hui sent the RFP to all Council members by email, but there was no request to discuss it at the Committee. It was stated that the Planning Department is in the process of making a decision and as soon as they have chosen someone, it is up to the Council to request a presentation. Coordinator Hui reported that the Planning Department's Project Manager on the Urban Forest Master Plan, Mr. Andres Power, has made it clear that he is expecting Urban Forestry Council input and support. A request was made for Coordinator Hui to invite Mr. Power and the consultant to a future Council meeting.

Member Milne advised that the Urban Forest Master Plan would be incorporated into the City's General Plan. Member Sherk stated that the Council should be providing input into the Master Plan's tree selection palate as there tends to be a limited range of trees selected, which is problematic for the good of diversity and for seeing native species incorporated into the list. Member Sherk voiced her concern that the Better Streets Plan also had a limited selection of trees, and her sense is that the Master Planning document may have limitations as well.

- Chair Milne reminded Committee members of the landmark tree event on Thursday, March 28 at 11:00 a.m. on Octavia Street.

- Chair Short announced that Arbor Day consists of a week of events that would start on March 5 with the Mayor planting a ceremonial tree on Webster and Grove Streets in the Western Addition. On the 6th there would be tree-planting workshop/demonstrations on Grove in front of the Bill Graham Civic Center Auditorium. The Council Secretary requested a flyer announcing Arbor Day events to send to the Urban Forestry Council e-mail mailing list. Chair Short stated that on Arbor Day itself (March 8), there would be an eco-fair at the African American Cultural Center, a tree planting in the Webster medians and Buchanan mall, tree pruning, tree-climbing demonstrations, bucket truck rides; the Recreation and Park Department would also be hosting events in designated parks, and Friends of the Urban Forest would be hosting events in the Bayview district at Willie Brown Academy; e.g., tree pruning workshop, possible tree planting, planting in the school garden, creating a bee habitat, and bringing goats in to help with the cleanup, etc.

- Member Sherk discussed an event that she would be working on with the Recreation and Park Department on the first day of spring that is a nature walk and planting around the Holly Park circle. Chair Short suggested that Member Sherk set up a table or hand out information publicizing the event during Arbor Day activities on March 8th at the African American Cultural Center in the Western Addition.

Public Comment

Department Staff member Anne Eng stated that the Urban Forest Master Plan consultant team would be requesting input from stakeholders. Chair Short reported that there would be a public process.

Member Blair inquired about the Urban Forest Master Plan process and whether it would be incorporated into the General Plan. Chair Short stated that the Planning Department at the Urban Forestry Council's behest started working on an Urban Forest Master Plan. It was explained that the Planning Department is hiring consultants to write a planning document that will be reviewed by the Council and the public, and the goal is that the Plan would be incorporated into the City's General Plan as called for in the Council's Bylaws. Member Blair asked whether the Plan would be discussed at the Urban Forestry Council. Chair Short stated that the Planning Department would be holding public meetings, but does not know how the Council would be incorporated into the process. Coordinator Hui reported that the Urban Forestry Council had previously passed a Resolution urging the Planning Department to hire an outside consultant to work on the Urban Forest Master Plan. Coordinator Hui explained that the RFP provides an overview of all of the work that will be covered.

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5. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. Council Member Blair stated that the Urban Forestry Council and Urban Forest Plan had been mentioned in the brochure "Building a Bright Future" and recommended inviting Mr. Alexis Harte, the previous Urban Forestry Council Coordinator, to the landmark tree celebration.

6. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:05 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Department of the Environment, 11 Grove Street, Eco-Center
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

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6. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:05 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: March 20, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, March 20, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call**
2. **Approval of Minutes of the February 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the February 21, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=76145).
3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action). (Explanatory Documents: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) and Bernal Nature Walk Flyer (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/BernalNature2WalkFlyer3-08.doc)

   SPONSOR/SPEAKER: Member Sherk
4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Discussion).

   SPONSOR: Chair Short
5. **Urban Forestry Council Prioritized Work Plan for 2008.** Selection of priority work plan items. (Explanatory Document: Work Plan Items 2008 http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/Work%20Plan%202008.doc) (Word) (Discussion and Possible Action).
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

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Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage http://sfgov.org/site/sfenvironment_meeting.asp?id=61013: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

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Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: March 17, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, March 20, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call**
2. **Approval of Minutes of the February 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the February 21, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=76145).
3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action). (Explanatory Document: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) and Bernal Nature Walk Flyer (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/BernalNature2WalkFlyer3-08.doc)

   SPONSOR/SPEAKER: Member Sherk
4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Discussion).

   SPONSOR: Chair Short
5. **Urban Forestry Council Prioritized Work Plan for 2008.** Selection of priority work plan items. (Explanatory Document: Work Plan Items 2008 http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/Work%20Plan%202008.doc) (Word) (Discussion and Possible Action).
6. **New Business/Future Agenda Items.** (Discussion)
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

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Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: March 17, 2008

FILE NO. 2008-04-UFC

RESOLUTION NO.
March 20, 2008

[Support Framing the Islais Creek Watershed in conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed]

Resolution recommending that the Urban Forestry Council support and promote in conjunction with all City Agencies involved with transforming streets, streetscapes, rights-of-way, and open spaces within and around the Islais Creek Watershed, A Living Library Nature Walk Plan to Frame the Islais Creek Watershed with appropriate native tree plantings, themed artworks, and other related elements including community education and stewardship opportunities to reflect this major Opportunity and Creek System which links 9 neighborhoods in Southeastern and Southwestern San Francisco. The First Phase of this Framing is the Bernal Heights Living Library & Think Park Nature Walk on the south slope of Bernal Heights.

WHEREAS, Planting Native Trees, including signage, narrative artworks, and other related elements provides a better and healthier environment for people, more vibrant streetscapes and urban open spaces; and,

WHEREAS, many of San Francisco's Trees are not always chosen or planted in relation to their ecological place; and,

WHEREAS, Framing the Islais Creek Watershed will transform seemingly disparate, streets, places and neighborhoods into a unified whole resulting in a more conscious populace and beautiful environments, and increasing the Urban Forest Canopy; and,

WHEREAS, Framing the Islais Creek in this manner has numerous environmental benefits including stormwater management, air filtration, increased wildlife habitat; and,

WHEREAS, The presence of beautiful, healthy, public spaces encourages people to walk, spend time outdoors, interact, and learn; and,

MEMORANDUM

TO:	Park Division Supervisors
FROM:	Bob Fiorello, Acting IPM Coordinator
THRU:	Ron de Leon, Superintendent of Parks
DATE:	December 11, 1996
SUBJECT:	Pesticides Banned January 1 1997,Under New City Ordinance (Chapter 39)

The following table lists, by active ingredient, those pesticides banned as of January 1, 1997 due to implementation of the City's new Pesticide Use Ordinance. The list is composed of pesticides the San Francisco Recreation and Park Department (SFRPD) either currently uses or stores. Sample brand names of pesticides that contain these active ingredients are included for convenience. However, please note that ***the ban applies to ALL products that contain any one or combination of the ingredients listed below.***

This list is subject to change and may need to be revised in the near future. Notification of any changes to this list will be be distributed as needed. For more information, please contact Bob Fiorello at 666-7070 or one of the Department's Pest Control Advisers responsible for providing written Pest Control Reccomendations.

Pesticides That Can No Longer Be Used By SFRPD After January 1, 1997

In Accordance With Chapter 39, The San Francisco Pesticide Use Ordinance.

Active Ingredient	Proprietary names	Use	Risk Evaluation	Source
2,4-D	Trimec, Scotts Dicot III	herbicide	need clarification	
acephate	Orthene	insecticide	Banned	1
benomyl	Benlate	fungicide	Banned	1
chlorothalonil	Daconil (All types)	fungicide	Banned	1
copper (elemental)	Cutrine Plus	algaecide	Banned	3
hydramethylon	Max Force Bait Station Combat	insecticide	Banned	1
iprodione	Chipco 26019	fungicide	Banned	1

WHEREAS, Framing the Islais Creek Watershed and supporting the Bernal Heights Living Library & Think Park Nature Walk (Phase One) is a meaningful way to increase community participation, stewardship, and attract funding; and,

WHEREAS, the Urban Forestry Council can demonstrate to diverse City agencies, Community Groups and Individuals its interest in expanding the Urban Forest Canopy, creating ecological environments and microclimates, and educating the public about the importance of trees, including native species and ecological systems; therefore,

RESOLVED, The Urban Forest Council will support, promote, and recommend to all related City Agencies and Departments involved with transforming streets, streetscapes, and other open spaces, that A Living Library Plan To Frame the Islais Creek Watershed and implement the Bernal Heights Living Library & Think Park Nature Walk (Phase One), is an important Opportunity to increase San Francisco's Urban Forest, among other benefits.

I hereby certify that this Resolution was adopted at the Urban Forest Council's Meeting on x, 2008.

____

Monica Fish, Council Secretary

VOTE:

Ayes:

Noes:

Absent:

Life Frames®, Inc. *New York, San Francisco*
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A LIVING LIBRARY CULTURE-ECOLOGY-TECHNOLOGY NATIVE RIPARIAN / UPLANDS TRANSIT CORRIDORS
A Phased Development Project

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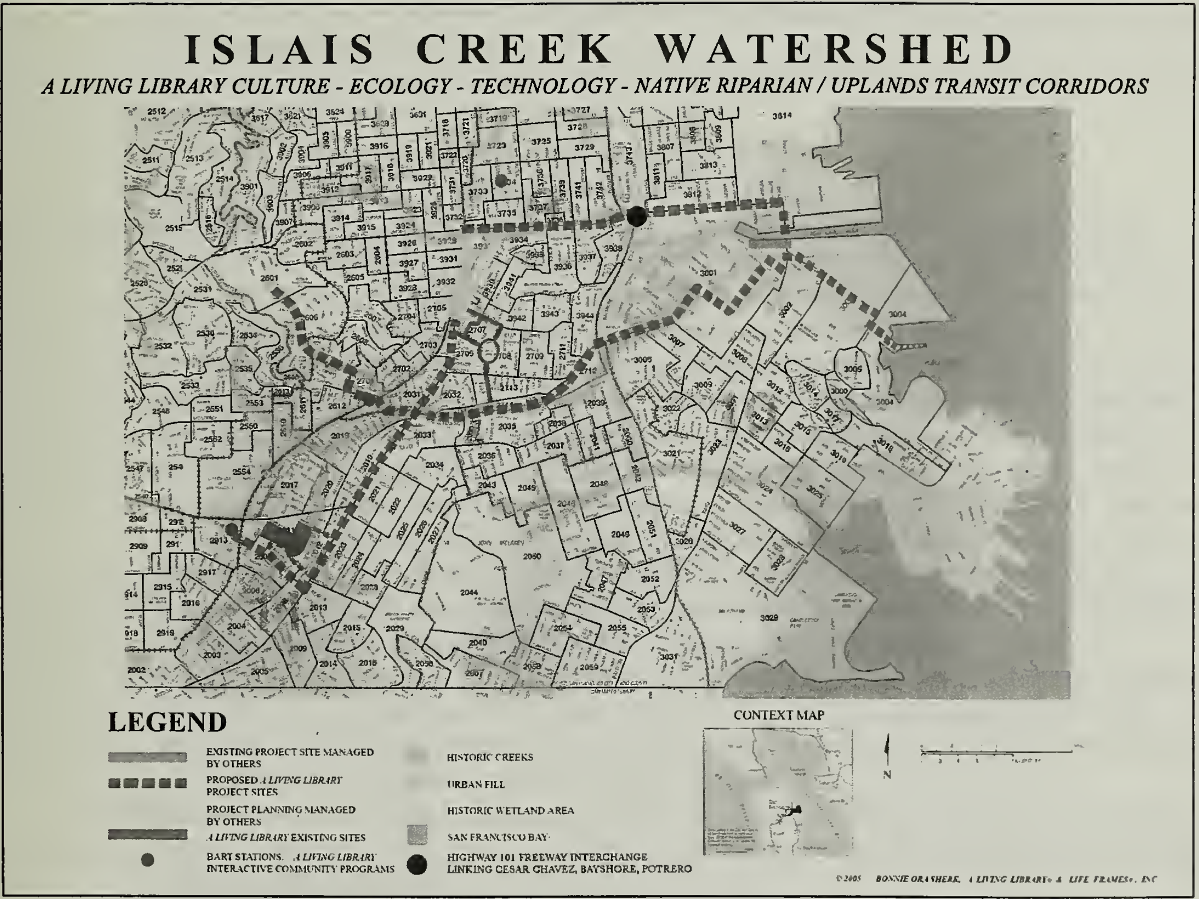
Incorporating systemic ecological design, the opportunity is to create *A Living Library Nature Walk* through Transit Corridors in diverse neighborhoods that will simultaneously serve multiple functions:

- ***Frame the Islais Creek Watershed*** through this new narrative landscape: Link and reunite several San Francisco communities: Bernal Heights, Mission, Bayview, Potrero Hill, Noe Valley, Glen Park, Sunnyside, Excelsior, Portola - through their connection to the Watershed.
- ***Mitigate flooding*** from the Islais Creek in areas of flood plain.
- ***Plant native riparian and uplands trees and and other native vegetation*** along transit corridors – reconfiguring streets. medians, sidewalks, and other public places, when possible, to help stop flooding, beautify local places, while re-attracting wildlife.
- ***Provide traffic calming, bike and pedestrian paths. and seating areas, when possible.***
- ***Develop, with community artists, themed narrative murals and other artworks*** along the corridors that celebrate local ecologies, history, and cultures - past, present, future.
- ***Create meaningful intergenerational learning programs for all ages*** linking interrelated subjects based on *A Living Library Framework* and *ALL Standards-Based Curriculum.*
- ***Create multiple community educational and civic engagement opportunities.***
- ***Attract new businesses to underserved neighborhoods*** by adding charm and interest to neighborhoods by creating *A Living Library ECO/Culture Zone* in each community.
- ***Transform and beautify each neighborhood*** and contribute positively to the quality of life for all people.
- ***Celebrate the uniqueness of each neighborhood*** by showcasing the local resources: ecological, built, and multicultural – past, present, future – through creation of *Living Library Multimedia Digital Archives* developed in concert with community residents, including children and youth, displayed on green-powered, sculptural *Digital Gateways* throughout the Transit Corridors.
- ***Create opportunities to link the communities through live, interactive broadcast*** showcased on these green-powered *Digital Gateways.*
- ***Link the existing Branch Living Library sites*** in the Excelsior, Bernal and Roosevelt Island, NYC communities through interactive community programs and live broadcast; link with other *Branch Living Library* sites as they emerge in diverse parts of the world.
- ***Link the BART stations in the Islais Creek Watershed***: Balboa; Glen Park; 24th Street through live, interactive connections between the sites and displays of the local *Living Library Multimedia Archives* of each neighborhood.
- ***Discover areas of Creek that may be daylighted***: along Highway 280; near Balboa HS, other places.
- ***Link multiple city and state agencies, community groups, and individuals*** in processes.

The main streets to involve and transform include sections of: Cesar Chavez, 101/ Bayshore / Potrero / Chavez Freeway Interchange, Mission Street, San Jose Avenue, Geneva Avenue, Third Street, Alemany Blvd., Highway 280, Cargo Way.

LET'S FRAME & GREEN OUR ISLAIS CREEK WATERSHED *NOW* !

HELP BEGIN PLANTING OUR BERNAL HEIGHTS LIVING LIBRARY & THINK PARK NATURE WALK


ISLAIS CREEK WATERSHED
A LIVING LIBRARY CULTURE - ECOLOGY - TECHNOLOGY - NATIVE RIPARIAN / UPLANDS TRANSIT CORRIDORS
LEGEND
EXISTING PROJECT SITE MANAGED BY OTHERS
PROPOSED A LIVING LIBRARY PROJECT SITES
PROJECT PLANNING MANAGED BY OTHERS
A LIVING LIBRARY EXISTING SITES
BART STATIONS. A LIVING LIBRARY INTERACTIVE COMMUNITY PROGRAMS
HISTORIC CREEKS
URBAN FILL
HISTORIC WETLAND AREA
SAN FRANCISCO BAY
HIGHWAY 101 FREEWAY INTERCHANGE LINKING CESAR CHAVEZ, BAYSHORE, POTRERO
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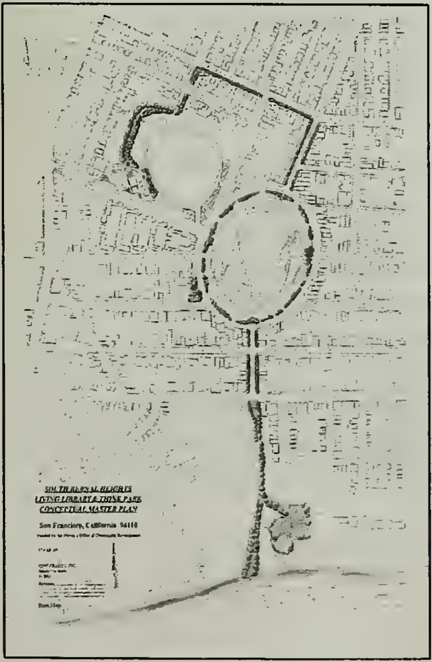
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Work Plan items as listed by the UFC in the February meeting to rank for importance:

- Monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and Mr. Dan Sider, Director, Mayor's Office of Greening, in order to discuss the Council's activities and provide monthly updates (KQ).
- Better Streets Plan, Wastewater Management Plan (BS) and Planning Department's Urban Forest Master Plan involvement (MM).
- Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee (MM and TM).
- Review last year's work plan for carry-over items (MM).
- Create a flowchart and checklist of work plan items (JC).
- Involvement in other City projects that Council members and other City agencies are working on; e.g., Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening (BS).
- Discussion of the effects of pine pitch canker on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees. SFPUC does not have resources to attend to establishment and planting of new trees as a result (MS).
- Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers (MM and JC). Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes, create educational programs and certification requirements, and help public agencies enforce laws so that private property owners and contractors do not damage trees (MM).
- Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration (KQ).
- Sidewalk pocket parks and green belts. Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground through written articles, etc. (JC).
- Discuss Council's interactions with other City Hall agencies. Public outreach through written articles to newspapers (TM).
- Work with bicyclists and pedestrians to create better streets. Study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. Share ideas from other countries (BS).
- Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on further MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places (MM). Create Resolutions and make presentations to Commissions to pay attention to these issues (TM). Discussion of City subcontracting and the public process (JC).
- Expand Recommended Street Tree list (CS).
  - Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for

streets but could be recommended to property owners as property backyard trees or to agencies that have land.

- Create companion lists to the current street tree list that include an open space list, backyard tree list, etc. (MLH).
- Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management (CS).
- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.
- Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction.
- Review Priority Action Steps http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2007/PriorityActionStepsDiscussion.doc that the Planning/Policy and Funding Committees had previously established (MM).
- Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope (CS).
- Create a comprehensive list of citywide urban forest activities and then decide what the most important areas are as a Council to be involved with (KQ). It was stated that the Annual Report due in September provides information on this topic (MLH).
- Involve interns on putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources (KQ).
- Involvement with the Planning Department's issuance of a Request for Proposal for the new Urban Forest Plan (MLH).
- Agree to a definition of the urban forest in order to help make better choices for work plan selections (KQ).
- Work on recommendations to the Board of Supervisors on how to take care of the pine pitch canker problem (MLH).
- Determine the role of the Council on the SF Tree Map project (MLH).
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced (MLH). The fee would be allocated to DPW to plant trees in an alternate location.
- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest (MM).
- Expand the Arbor Day celebration to include pruning guidelines in addition to planting. (MM).
- Encourage more media and publicity surrounding tree maintenance/pruning (TM).
- Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting (MM).
- Establish fees to cover costs for trainings on pruning guidelines (KQ).

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
DRAFT MINUTES

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Thursday, March 20, 2008, 4:15 p.m.
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San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:25 p.m. Present: Chair Short, Habert (4:40), Marks, Miller, Milne, Quirke (4:30), Sherk.

2. **Approval of Minutes of the February 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) Upon Motion by Chair Short and second by Member Marks, the February 21, 2008 Meeting Minutes were approved without objection (AYES: Chair Short, Members Marks, Miller, Milne, and Sherk; Absent: Members Habert and Quirke). (Explanatory document: Approved Minutes of the February 21, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=76145).

3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action). (Explanatory Documents: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) and Bernal Nature Walk Flyer (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/BernalNature2WalkFlyer3-08.doc)

   SPONSOR/SPEAKER: Member Sherk

   Deputy City Attorney Cabrera and Chair Short requested a continuance of this item to the next Planning and Funding Committee meeting on April 17, 2008 in order for legal counsel to provide a legal opinion on issues raised on this agenda item.

4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Discussion).

   SPONSOR: Chair Short

   Chair Short reported that all City departments were asked in February to submit budgets that represent 8% cuts from last year's budgets, and City departments were recently asked to make 8% cuts in salaries. It was explained that many City departments that have urban forestry units (Recreation and Park Department, Public Utilities Commission, Department of Public Works) would be facing layoffs and cuts. Chair Short explained that the goal would be to not fill vacant positions rather than to lay off existing people, but the new projections are quite bad in terms of revenue and because of the state's projected shortfalls. Chair Short reported that she does not have information on how budget cuts would affect the Council, but that it would not be a promising year for requesting additional support from the City. It was stated that many of these agencies are already short staffed in urban forestry, so there would be a potential impact on the urban forest as a result. Maintenance would be increasingly deferred and greening initiatives that were supported in the past may be cut as well.

Member Marks asked when proposed reductions would have to be reported. Chair Short stated that the initial 8% cuts were made when the February budget was submitted and she had heard today that the salary cuts had been formally requested. The Mayor's Office is currently reviewing the budget, but she does not have exact dates. Member Milne asked if budget cuts would affect all City agencies. Chair Short stated that all city agencies have been asked to cut their budgets. It is hoped that personnel won't be affected, but budget personnel indicated that layoffs are likely. Chair Short reported that the Department of Public Works has three vacancies (Urban Forestry Inspectors that make decisions about tree permitting, evaluating the health of trees) within the Bureau of Urban Forestry that are likely to not be filled.

Public Comment

Ms. Nancy Wuerfel stated that she is a fan of the Urban Forestry Council and has knowledge about the Council's history, budget, and lack of funding. Ms. Wuerfel asked whether the Council knows what their current budget is and stressed the importance of the Coordinator to the Council. An excerpt of the Urban Forestry Ordinance that created the Council was read that states that the Coordinator is essential in order to implement the intent of the legislation. Ms. Wuerfel stated that the Coordinator's position cannot be cut and wants to make sure that members understand that. It was also stated that the Ordinance calls for a Coordinator to devote 100% of their staff time to Council activities.

Ms. Wuerfel requested that the Committee/Council review the urban forestry program budget priorities and make recommendations about urban forestry funding requirements to the Mayor, Board of Supervisors, and affected City departments and Commissions. The Council was urged to create a Resolution that urges the Mayor not to cut any urban forestry positions in any departments because of current understaffing, and state that there are plenty of other areas in each department that can sustain cuts. Ms. Wuerfel explained that the Council will not get what they want without a direct request.

Ms. Wuerfel encouraged the Council to review their options as outlined in the Urban Forestry Ordinance and request that the Department of the Environment ask departments for the $25,000 that they had previously been contributing in order to reach the $150,000 level previously received from the six departments and to keep up with inflation.

Member Marks responded that the Department of the Environment had requested $25,000 from each of the City departments that had been contributing to the Council, but the $25,000 amount had been reduced by departments. Member Marks indicated that he did not have knowledge of how departments were asked and any more detail on what their responses were.

Chair Short stated that last year the funding was not cut by the departments; it was cut by the Mayor and the Board of Supervisors. This year, they were told they could not increase funding and had to start from 8% reduction from baseline. It was explained that the Department of Public Works is a big department with different pools of money that are obligated by bonds and other funding directed towards specific activities. Chair Short stated that the Bureau of Urban Forestry is the entity that contributes to the Department of the Environment and was requested to submit baseline cuts in addition to the overall Department.

Urban Forestry Council Member Blair stated that when she attended one of the Council meetings, it was stated that the Department of the Environment could not ask for any additional funding because the Council did not have any projects. Member Milne explained that discussion was about the requirement that grant funding could only be awarded for specific projects.

Urban Forestry Council Coordinator Hui reported that the Department's Environmental Justice section funds a third of her staff position, and she is supposed to allocate a third of her time to doing environmental justice work. Ms. Hui reported that she spends more than two-thirds of her time on urban forestry work at this time and responded to Member Mark's question that if her full salary was allocated to urban forestry work, she would work with the Department of the Environment's urban forestry program full-time to support the work that the Council is trying to achieve. Ms. Hui also reported that she spent a lot of time justifying a request for $25,000 from each department for an urban forestry allocation.

5. **Urban Forestry Council Prioritized Work Plan for 2008.** Selection of priority work plan items. (Explanatory Document: Work Plan Items 2008 http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/Work%20Plan%202008.doc) (Word) (Discussion and Possible Action).

Planning Committee Members prioritized Work Plan items into A (first priority); B (second priority) and C (third priority) categories to present to the Council at their March 28, 2008 meeting as shown in the Explanatory Document: Prioritized List of Work Plan Items (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc.

Public Comment: Ms. Nancy Wuerfel complimented Committee Members on their discussion and provided recommendations on work plan items that include:

- Work Plan Item: "involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers." Ms. Wuerfel suggested that the Department of Building Inspection (DBI) should be the enforcement unit that makes sure trees are protected during development and suggested inviting DBI's Director to a meeting to discuss this issue.

- Work Plan Item: "Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees…" Ms. Wuerfel reported on Senate Bill (SB) 1277 that would require the state to conduct Environmental Impact Reports (EIR's) on the efficacy of using artificial turf and would involve the state department that oversees toxics. Ms. Wuerfel suggested that the Council research the environmental and health impacts of using artificial turf as there may be leech problems into the water or adjacent trees. It was stated that this issue should be put on the priority list to follow that state law and be a topic that influences future Council conversations.

- Work Plan Item: Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management." Ms. Wuerfel stated that this item is a top priority above an A that each department has a maintenance budget for trees. It was stated that this item is as important as requesting adequate funding for this group. Ms. Wuerfel suggested asking the Controller's office to create a new index code for this work plan item.

- Work Plan Item: "Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status." Ms. Wuerfel recommended encouraging each City department to nominate one tree a year.

- Work Plan Item: "Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction." Ms. Wuerfel suggested providing training courses so that labor unions and other organizations would accept the idea more readily.

- Work Plan Item: "Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest." Ms. Wuerfel stated that the idea of public outreach and public training and maintenance are all related. A recommendation was made to publicize, possibly through the Mayor's Office, a seasonal outlook with the public as it relates to maintenance and appreciation for trees.

Ms. Wuerfel stated that adequate funding should be Priority A for the Council and that there should be a baseline set where the urban forestry budget can't fall below.

Ms. Blair discussed Saratoga's program for protection of trees during construction that requires a deposit to be held prior to construction and for five years after construction is completed. Ms. Blair provided recommendations for expansion of the Recommended Street Tree List so trees that don't have such a tremendous root system can be selected in order to not harm the sidewalk. Ms. Blair stated that she agrees with requiring certification for anyone that works on trees, but thinks it may be a problem legally. It was stated that the City is losing trees because of a lack of enforcement and discussed establishing bonds or fees to pay for enforcement staff positions.

6. **New Business/Future Agenda Items.** (Discussion). Chair Short stated that Agenda Item 3 Resolution to Support Framing Islais Creek Watershed and a budget update would be scheduled for the April 17, 2008 meeting.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

   Ms. Julia Brashares, SF Parks Trust and volunteer for Alemany Farm, spoke in support of Member Sherk's vision for Islais Creek in relation to the Resolution to support framing Islais Creek Watershed. Ms. Brashares stated that Alemany Farm Manager, Mr. Jason Mark, could not be here today and asked her to provide comments in support of Member Sherk's overall vision for the Islais Creek watershed. Ms. Brashares reported that Alemany Farm is interested in this item because they are part of the Islais Creek watershed, on the southern slope of Bernal Heights and have been discussing the watershed with Member Sherk. Mr. Mark asked that Ms. Brashares state to the Committee that the Alemany Farm volunteer group is supportive of Member Sherk's work and her overall vision for the watershed and acknowledge that it is a big asset for the City to have this watershed that Alemany Farm is part of. Ms. Brashares applauds efforts to initiate more public interest in the watershed and more community involvement. Two meetings have been held with Member Sherk and Recreation and Park Department staff regarding Phase 1 of the framing of the watershed and Alemany Farm volunteer group's site plans. Alemany Farm does have concerns about some aspects of Phase 1, but overall are supportive and enthusiastic about working with Member Sherk.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:50 p.m.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

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CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Thursday, March 20, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting was called to order at 4:25 p.m. Present: Chair Short, Habert (4:40), Marks, Miller, Milne, Quirke (4:30), Sherk.

2. **Approval of Minutes of the February 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) Upon Motion by Chair Short and second by Member Marks, the February 21, 2008 Meeting Minutes were approved without objection (AYES: Chair Short, Members Marks, Miller, Milne, and Sherk; Absent: Members Habert and Quirke). (Explanatory document: Approved Minutes of the February 21, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=76145).

3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action). (Explanatory Documents: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) and Bernal Nature Walk Flyer (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/BernalNature2WalkFlyer3-08.doc)

   SPONSOR/SPEAKER: Member Sherk

   Deputy City Attorney Cabrera and Chair Short requested a continuance of this item to the next Planning and Funding Committee meeting on April 17, 2008 in order for legal counsel to provide a legal opinion on issues raised on this agenda item.

4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Discussion).

   SPONSOR: Chair Short

   Chair Short reported that all City departments were asked in February to submit budgets that represent 8% cuts from last year's budgets, and City departments were recently asked to make 8% cuts in salaries. It was explained that many City departments that have urban forestry units (Recreation and Park Department, Public Utilities Commission, Department of Public Works) would be facing layoffs and cuts. Chair Short explained that the goal would be to not fill vacant positions rather than to lay off existing people, but the new projections are quite bad in terms of revenue and because of the state's projected shortfalls. Chair Short reported that she does not have information on how budget cuts would affect the Council, but that it would not be a promising year for requesting additional support from the City. It was stated that many of these agencies are already short staffed in urban forestry, so there would be a potential impact on the urban forest as a result. Maintenance would be increasingly deferred and greening initiatives that were supported in the past may be cut as well.

Member Marks asked when proposed reductions would have to be reported. Chair Short stated that the initial 8% cuts were made when the February budget was submitted and she had heard today that the salary cuts had been formally requested. The Mayor's Office is currently reviewing the budget, but she does not have exact dates. Member Milne asked if budget cuts would affect all City agencies. Chair Short stated that all city agencies have been asked to cut their budgets. It is hoped that personnel won't be affected, but budget personnel indicated that layoffs are likely. Chair Short reported that the Department of Public Works has three vacancies (Urban Forestry Inspectors that make decisions about tree permitting, evaluating the health of trees) within the Bureau of Urban Forestry that are likely to not be filled.

Public Comment

Ms. Nancy Wuerfel stated that she is a fan of the Urban Forestry Council and has knowledge about the Council's history, budget, and lack of funding. Ms. Wuerfel asked whether the Council knows what their current budget is and stressed the importance of the Coordinator to the Council. An excerpt of the Urban Forestry Ordinance that created the Council was read that states that the Coordinator is essential in order to implement the intent of the legislation. Ms. Wuerfel stated that the Coordinator's position cannot be cut and wants to make sure that members understand that. It was also stated that the Ordinance calls for a Coordinator to devote 100% of their staff time to Council activities.

Ms. Wuerfel requested that the Committee/Council review the urban forestry program budget priorities and make recommendations about urban forestry funding requirements to the Mayor, Board of Supervisors, and affected City departments and Commissions. The Council was urged to create a Resolution that urges the Mayor not to cut any urban forestry positions in any departments because of current understaffing, and state that there are plenty of other areas in each department that can sustain cuts. Ms. Wuerfel explained that the Council will not get what they want without a direct request.

Ms. Wuerfel encouraged the Council to review their options as outlined in the Urban Forestry Ordinance and request that the Department of the Environment ask departments for the $25,000 that they had previously been contributing in order to reach the $150,000 level previously received from the six departments and to keep up with inflation.

Member Marks responded that the Department of the Environment had requested $25,000 from each of the City departments that had been contributing to the Council, but the $25,000 amount had been reduced by departments. Member Marks indicated that he did not have knowledge of how departments were asked and any more detail on what their responses were.

Chair Short stated that last year the funding was not cut by the departments; it was cut by the Mayor and the Board of Supervisors. This year, they were told they could not increase funding and had to start from 8% reduction from baseline. It was explained that the Department of Public Works is a big department with different pools of money that are obligated by bonds and other funding directed towards specific activities. Chair Short stated that the Bureau of Urban Forestry is the entity that contributes to the Department of the Environment and was requested to submit baseline cuts in addition to the overall Department.

Urban Forestry Council Member Blair stated that when she attended one of the Council meetings, it was stated that the Department of the Environment could not ask for any additional funding because the Council did not have any projects. Member Milne explained that discussion was about the requirement that grant funding could only be awarded for specific projects.

Urban Forestry Council Coordinator Hui reported that the Department's Environmental Justice section funds a third of her staff position, and she is supposed to allocate a third of her time to doing environmental justice work. Ms. Hui reported that she spends more than two-thirds of her time on urban forestry work at this time and responded to Member Mark's question that if her full salary was allocated to urban forestry work, she would work with the Department of the Environment's urban forestry program full-time to support the work that the Council is trying to achieve. Ms. Hui also reported that she spent a lot of time justifying a request for $25,000 from each department for an urban forestry allocation.

5. **Urban Forestry Council Prioritized Work Plan for 2008.** Selection of priority work plan items. (Explanatory Document: Work Plan Items 2008 http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/Work%20Plan%202008.doc) (Word) (Discussion and Possible Action).

Planning Committee Members prioritized Work Plan items into A (first priority); B (second priority) and C (third priority) categories to present to the Council at their March 28, 2008 meeting as shown in the Explanatory Document: Prioritized List of Work Plan Items (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc.

Public Comment: Ms. Nancy Wuerfel complimented Committee Members on their discussion and provided recommendations on work plan items that include:

- Work Plan Item: "involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers." Ms. Wuerfel suggested that the Department of Building Inspection (DBI) should be the enforcement unit that makes sure trees are protected during development and suggested inviting DBI's Director to a meeting to discuss this issue.

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- Work Plan Item: Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management." Ms. Wuerfel stated that this item is a top priority above an A that each department has a maintenance budget for trees. It was stated that this item is as important as requesting adequate funding for this group. Ms. Wuerfel suggested asking the Controller's office to create a new index code for this work plan item.

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Ms. Wuerfel stated that adequate funding should be Priority A for the Council and that there should be a baseline set where the urban forestry budget can’t fall below.

Ms. Blair discussed Saratoga’s program for protection of trees during construction that requires a deposit to be held prior to construction and for five years after construction is completed. Ms. Blair provided recommendations for expansion of the Recommended Street Tree List so trees that don’t have such a tremendous root system can be selected in order to not harm the sidewalk. Ms. Blair stated that she agrees with requiring certification for anyone that works on trees, but thinks it may be a problem legally. It was stated that the City is losing trees because of a lack of enforcement and discussed establishing bonds or fees to pay for enforcement staff positions.

6. **New Business/Future Agenda Items.** (Discussion). Chair Short stated that Agenda Item 3 Resolution to Support Framing Islais Creek Watershed and a budget update would be scheduled for the April 17, 2008 meeting.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee’s jurisdiction and are not on today’s agenda.

   Ms. Julia Brashares, SF Parks Trust and volunteer for Alemany Farm, spoke in support of Member Sherk's vision for Islais Creek in relation to the Resolution to support framing Islais Creek Watershed. Ms. Brashares stated that Alemany Farm Manager, Mr. Jason Mark, could not be here today and asked her to provide comments in support of Member Sherk's overall vision for the Islais Creek watershed. Ms. Brashares reported that Alemany Farm is interested in this item because they are part of the Islais Creek watershed, on the southern slope of Bernal Heights and have been discussing the watershed with Member Sherk. Mr. Mark asked that Ms. Brashares state to the Committee that the Alemany Farm volunteer group is supportive of Member Sherk's work and her overall vision for the watershed and acknowledge that it is a big asset for the City to have this watershed that Alemany Farm is part of. Ms. Brashares applauds efforts to initiate more public interest in the watershed and more community involvement. Two meetings have been held with Member Sherk and Recreation and Park Department staff regarding Phase 1 of the framing of the watershed and Alemany Farm volunteer group's site plans. Alemany Farm does have concerns about some aspects of Phase 1, but overall are supportive and enthusiastic about working with Member Sherk.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:50 p.m.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: May 15, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, April 17, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the March 20, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the March 20, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=78191).
3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action) (Explanatory Documents: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) and Bernal Nature Walk Flyer (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/BernalNature2WalkFlyer3-08.doc) (Continued from the March 20, 2008 Meeting).
   SPONSOR/SPEAKER: Member Sherk
4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Continued Discussion from the March 20, 2008 Meeting).
   SPONSOR: Chair Short
5. **Review of Urban Forestry Council Prioritized Work Plan for 2008 for selection of one or more items to begin work on.** (Discussion and Possible Action) (Explanatory Document: Work Plan Prioritized List for 2008 (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc).
6. **New Business/Future Agenda Items** (Discussion).
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142.

There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage http://sfgov.org/site/sfenvironment_meeting.asp?id=61013: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: April 11, 2008

CITY AND COUNTY OF SAN FRANCISCO
URBAN FORESTRY COUNCIL

CANCELLED MEETING MINUTES
TUESDAY, APRIL 17, 2008, 4:15 P.M.

CITY HALL, ROOM 421
ONE DR. CARLTON B. GOODLETT PLACE
SAN FRANCISCO, CA 94102

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cancelled

The Urban Forestry Council Planning and Funding Committee April 17, 2008 meeting was cancelled due to a lack of quorum. The next regularly scheduled meeting is scheduled for Thursday, May 15, 2008 at 4:15 p.m., Room 421, City Hall.

For additional information, please contact Monica Fish, Council Secretary at (415) 355-3709 or email Monica.Fish@sfgov.org. An agenda for future meetings can be accessed at the Urban Forestry Planning and Funding Committee website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013.

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

Regular Meeting Notice and Agenda
Thursday, May 15, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the March 20, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action) (Explanatory document: Draft Minutes of the March 20, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=78191).
3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action) (Explanatory Document: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) (Continued from the March 20, 2008 Meeting).

   SPONSOR/SPEAKER: Member Sherk
4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Continued Discussion from the March 20, 2008 Meeting).

   SPONSOR: Chair Short
5. **Review of Urban Forestry Council Prioritized Work Plan for 2008 for selection of one or more items to begin work on and identify action steps to achieve each goal for recommendation to the full Council.** (Discussion and Action) (Explanatory Document: Work Plan Prioritized List for 2008 (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc).
6. **New Business/Future Agenda Items** (Discussion).
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment**

Public Comment

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3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., or when possible, on the Department of Environment's webpage http://sfgov.org/site/sfenvironment_meeting.asp?id=61013: or, by clicking on the links by each agenda item above, or upon request to the Council Secretary, at the above address or telephone number 415-355-3709, or via e-mail at Monica.Fish@Sfgov.org within three business days of a meeting. Explanatory documents that are received after posting of this agenda are available on the website or upon request to the Council Secretary at the contact information listed above.

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: May 12, 2008

FILE NO. 2008-04-UFC

RESOLUTION NO.
March 20, 2008

[Support Framing the Islais Creek Watershed in conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed]

Resolution recommending that the Urban Forestry Council support and promote in conjunction with all City Agencies involved with transforming streets, streetscapes, rights-of-way, and open spaces within and around the Islais Creek Watershed, A Living Library Nature Walk Plan to Frame the Islais Creek Watershed with appropriate native tree plantings, themed artworks, and other related elements including community education and stewardship opportunities to reflect this major Opportunity and Creek System which links 9 neighborhoods in Southeastern and Southwestern San Francisco. The First Phase of this Framing is the Bernal Heights Living Library & Think Park Nature Walk on the south slope of Bernal Heights.

WHEREAS, Planting Native Trees, including signage, narrative artworks, and other related elements provides a better and healthier environment for people, more vibrant streetscapes and urban open spaces; and,

WHEREAS, many of San Francisco's Trees are not always chosen or planted in relation to their ecological place; and,

WHEREAS, Framing the Islais Creek Watershed will transform seemingly disparate, streets, places and neighborhoods into a unified whole resulting in a more conscious populace and beautiful environments, and increasing the Urban Forest Canopy; and,

WHEREAS, Framing the Islais Creek in this manner has numerous environmental benefits including stormwater management, air filtration, increased wildlife habitat; and,

WHEREAS, The presence of beautiful, healthy, public spaces encourages people to walk, spend time outdoors, interact, and learn; and,

WHEREAS, Framing the Islais Creek Watershed and supporting the Bernal Heights Living Library & Think Park Nature Walk (Phase One) is a meaningful way to increase community participation, stewardship, and attract funding; and,

WHEREAS, the Urban Forestry Council can demonstrate to diverse City agencies, Community Groups and Individuals its interest in expanding the Urban Forest Canopy, creating ecological environments and microclimates, and educating the public about the importance of trees, including native species and ecological systems; therefore,

RESOLVED, The Urban Forest Council will support, promote, and recommend to all related City Agencies and Departments involved with transforming streets, streetscapes, and other open spaces, that A Living Library Plan To Frame the Islais Creek Watershed and implement the Bernal Heights Living Library & Think Park Nature Walk (Phase One), is an important Opportunity to increase San Francisco's Urban Forest, among other benefits.

I hereby certify that this Resolution was adopted at the Urban Forest Council's Meeting on x, 2008.

____

Monica Fish, Council Secretary

VOTE:

Ayes:

Noes:

Absent:

3/21/08

Urban Forestry Council 2008 Work Plan

Section A- Highest Priority Items:

1. Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee.

2. Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope. Create a comprehensive list of citywide urban forest activities and then decide what the most important areas for the Council to be involved with, such as the Better Streets Plan, Wastewater Management Plan and Planning Department's Urban Forest Master Plan. Work with bicyclists and pedestrians to create better streets and study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. If possible, involve interns with putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources. Research and share ideas from other countries.

3. Involvement in other City projects that Council members and City agencies are working on; such as work on the Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening.

4. Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers. Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes and help public agencies enforce laws so that private property owners and contractors do not damage trees. Focus on methods of enforcement on protection of trees including examining the possibility of bonding requirements.

5. Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration.

6. Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places. Create Resolutions and make presentations to Commissions to pay attention to these issues. Discussion of City subcontracting and the public process. Ensure the City is following state law SB1277.

7. Work on funding for the Council

8. Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management with the public, City agencies, the Board of Supervisors, and the Mayor's office.

9. Agree to a definition of the urban forest in order to help make better choices for work plan selections.

10. Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public.

Section B- Secondary Priority Items:

- Work on City policy to address the pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees.
- Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground regarding sidewalk pocket parks and green belts, through writing articles, etc.
- Expand Recommended Street Tree list.
- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest. Consider including seasonal tree care information.

Section C- Lowest Priority items:

- Conduct monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and the Director of Greening in order to discuss the Council's activities and provide monthly updates.
- Review last year's work plan for carry-over items (MM).
- Discuss Council's interactions with other City Hall agencies. Increase public outreach through written articles to newspapers.
- Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land. Create companion lists to the current street tree list that include an open space list, backyard tree list, etc.
- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.
- Determine the role of the Council on the SF Tree Map project.
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced. The fee would be allocated to DPW to plant trees in an alternate location.
- Expand the Arbor Day celebration to include pruning guidelines in addition to planting.
- Encourage more media and publicity surrounding tree maintenance/pruning. Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting. Establish fees to cover costs for trainings on pruning guidelines.

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
DRAFT MINUTES-CORRECTED

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Thursday, May 15, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:19 p.m. Present: Chair Short, Members Milne, Quirke and Sherk; Excused: Members Habert, Marks and Miller.

2. **Approval of Minutes of the March 20, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting** (Discussion and Action). Upon Motion by Chair Short and second by Member Quirke, the March 20, 2008 Meeting Minutes were approved without objection (Absent: Members Habert, Marks and Miller) (Explanatory document: Approved Minutes of the March 20, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=78191).

3. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Discussion and Action) (Explanatory Document: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc)) (Continued from the March 20, 2008 Meeting).

   SPONSOR/SPEAKER: Member Sherk

   Member Sherk presented a map of the Islais Creek watershed http://www.alivinglibrary.org/IslaisCreekwatershed.htm and a narrative describing the development project http://www.alivinglibrary.org/IslaisCreeknarrative.htm. It was stated that the Living Library creates opportunities working with diverse communities looking at the resources in each community, human, ecological, economic, historic, technological, and aesthetic and from understanding that local place from the past, present, and future, a rich plan is created that is relevant to the local place.

   Member Sherk explained that what the Resolution proposes is not to get into the details of any specific plan, but to acknowledge the opportunity to bring more trees and other elements into the public realm. It was explained that endorsing the Resolution would be an opportunity for the Council to weigh in on these efforts surrounding trees and the urban canopy. Member Sherk reported that the State Department of Forestry has provided the Living Library with funding for Phase 1, and the Mayor's Office, City agencies (San Francisco Public Utilities Commission, Recreation and Park, Department of Public Works, and other organizations (Friends of the Urban Forest) are working together to put the project together. Member Sherk stated that the projects support the Mayor's Office of Greening's efforts to green the City.

Chair Short stated that she is unsure whether the Council should (1) name and endorse non-profit organizations in a Resolution in terms of not showing favoritism to one organization over another, and asked whether the Council would want to start endorsing specific projects, and (2) put too much of an emphasis on native trees as non-natives may make more sense for certain areas in San Francisco. Member Sherk responded that the Deputy City Attorney found that because the Urban Forestry Council is an advisory body, it is legal to endorse a project by a specific organization. Member Sherk also responded that if you are trying to create a visual, conceptual and ecological statement, it is appropriate in this situation to plant native trees.

Member Milne reported that the question of the Council endorsing a specific organization has never been raised before, so there is no historic information to refer to. Member Quirke stated that if specific organizations are named in a Resolution, there may be preferential treatment by decision makers based on their favoritism to one organization over the other, and the decision may not be based on the merits of the project. Member Sherk stated that endorsing the Resolution would not be about going to decision makers, it is for the Council to become more involved in working with different agencies, advocating, and presenting opportunities for creating more education around trees, the watershed, and native trees in this case. Member Sherk stated that the Resolution supports the Council's mission to be more visible and relevant and to be engaged in a relevant project.

Member Short recommended that the Resolution be rewritten to take out the section on page 1 (Title), lines 7 and 8, "A Living Library Nature Walk Plan to frame the Islais Creek watershed…" Member Milne suggested taking references to the Living Library out of the title and leaving it in throughout the Resolution.

Public Comment

Mr. Bill Carlin disagreed with the proposition that the Islais Creek runs through the Portola district advising that he lives in the Portola district. It was explained that there is a creek, which rises in Yosemite Marsh and McLaren Park and flows down into South Bay, but it is not part of Islais Creek. Mr. Carlin stated that these are all wonderful ideas as proposed in the narrative, but there are no specifics outlined in the project. Mr. Carlin requested that the Council not endorse a plan that has wonderful points, but is vague, with no implementation methods attached to it. Mr. Carlin agreed that references to a specific organization be entirely deleted from the Resolution. Member Sherk responded to clarify by saying" that indeed the northernmost area of the Portola is part of the Islais Creek Watershed; the area just south of 280. In fact, the Creek system comes up behind the SF Community School located on Gavin. The area Mr. Carlin was mentioning is Yosemite Slough which is in Visitacion Valley and relates to the southern Portola neighborhood that is adjacent to Visitacion Valley. It is a different Watershed from the Islais Creek Watershed."

Ms. Nancy Wuerfel asked Member Sherk whom she is working with at the Mayor's Office. Member Sherk stated that she is working with Mr. Mike Farrah and Ms. Astrid Haryati, the Mayor's Greening Director. Ms. Wuerfel recommended that the Council not advocate for a project that references trademark names, as it suggests that there are intellectual property rights and permission would have to be granted by the owner or an exchange of payment would be required. Ms. Wuerfel stated that if the Council is going to promote a concept, it has to be conceptual, and not to name a specific organization because it ties future street plantings in this area to this plan. It was recommended that a business plan be prepared, and that this Resolution make references to a more specific plan. Ms. Wuerfel stated that it should not be the work of one City department to influence the work of other City departments as it pertains to one trademark activity.

Upon Motion by Member Milne and second by Member Quirke without objection, the Resolution would be brought back to rework at the next Policy Committee meeting on June 16 (Absent: Members Habert, Marks and Miller).

4. **Urban Forestry Council budget and update on City budget proposals and cuts that may affect urban forestry funding** (Continued Discussion from the March 20, 2008 Meeting).
SPONSOR: Chair Short

Chair Short reported that her understanding is that the funding for street tree planting, the "Trees for Tomorrow" project that has allowed the department to increase the number of trees that were planted by the Department of Public Works is likely to be reduced in next year's budget. In addition, the Mayor's Office is asking all City departments for an additional 5% reduction in their budget. Chair Short explained that the Department of Public Works has not identified where those cuts would originate. There is also concern that there may be additional cuts, but there are no details at this point. Chair Short explained that the establishment of watering for the trees that were planted in the past two years has already been allocated in last year's budget for the next three years, and is not sure what form a cut would be if any. It was explained that in the previous year, the Board of Supervisors mandated the cuts for the Council, but because it was cut last year, there is the possibility that it may be intact this year; however, no specifics have been heard at this time.

Council Coordinator Hui stated that one of the Departments has decided not to contribute to the Council this year, and it is unknown what will happen in the future. It was explained that the budget has been reduced by one fifth as a result. Chair Short reported that layoffs are a possibility for many City departments and that many vacant positions are not being filled. Chair Short stated that she does not know what the legal requirements are for funding the Council. It was explained that City departments are responding to the Board of Supervisors about what kinds of things have to stay in the budget and what can go, but the Department of Public Works and the Bureau of Urban Forestry does not have details about what is being cut. Member Milne suggested sending an inquiry to the Board of Supervisors as to whether the City departments are required to contribute to the Council.

Public Comment: Ms. Wuerfel recommended that the Council request an add-back from the Board of Supervisors after the Mayor signs the budget in order to compensate for the additional work required to hold landmark tree hearings and to landmark trees. It was stated that this was not a task that this body originally had to do and is a legitimate argument for increasing funding.

5. **Review of Urban Forestry Council Prioritized Work Plan for 2008 for selection of one or more items to begin work on and identify action steps to achieve each goal for recommendation to the full Council.** (Discussion and Action) (Explanatory Document: Work Plan Prioritized List for 2008 (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc).

Council Coordinator Hui requested clarification of prioritized work plan items as not all items are clear or specify a desired outcome. Chair Short proposed a selection of top three work plan items, and for Coordinator Hui to clarify details with the Council Chair. Chair Short recommended prioritizing three work plan items as follows: Priority 1: number 7 of the Prioritized List (work on Council funding as an immediate goal, to work towards the possibility of the add back, research how the Council ordinance is written, what is required of City departments, and how the Council may need to approach the Board to advocate for funding of goals; Priority 2: number 2 "Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope…" as it relates to the new Urban Forest Plan that is moving forward and to stay involved in the Plan; Priority 3: number 1: Urban Forest Plan Priority Action

Steps as agreed to by the Planning and Policy Committee. Member Milne presented the following work plan items in the following priority order as listed: Work Plan Items 3, 2, 5, 4, 7, 10, 1, 6, 8, and 9.

Committee members decided that this agenda item should be forwarded to the full Council as a discussion item in order to receive additional input.

The meeting adjourned at 5:39 p.m. due to a loss of quorum.

6. **New Business/Future Agenda Items** (Discussion). This item was not heard due to a loss of quorum.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. This item was not heard due to a loss of quorum.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:39 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Order of Business

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5/08
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   Public Comment: Ms. Wuerfel recommended that the Council request an add-back from the Board of Supervisors after the Mayor signs the budget in order to compensate for the additional work required to hold landmark tree hearings and to landmark trees. It was stated that this was not a task that this body originally had to do and is a legitimate argument for increasing funding.

5. **Review of Urban Forestry Council Prioritized Work Plan for 2008 for selection of one or more items to begin work on and identify action steps to achieve each goal for recommendation to the full Council.** (Discussion and Action) (Explanatory Document: Work Plan Prioritized List for 2008 (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc/supporting/2008/CouncilWorkPlan032808Mtg.doc).

   Council Coordinator Hui requested clarification of prioritized work plan items as not all items are clear or specify a desired outcome. Chair Short proposed a selection of top three work plan items, and for Coordinator Hui to clarify details with the Council Chair. Chair Short recommended prioritizing three work plan items as follows: Priority 1: number 7 of the Prioritized List (work on Council funding as an immediate goal, to work towards the possibility of the add back, research how the Council ordinance is written, what is required of City departments, and how the Council may need to approach the Board to advocate for funding of goals; Priority 2: number 2 "Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope…" as it relates to the new Urban Forest Plan that is moving forward and to stay involved in the Plan; Priority 3: number 1: Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee. Member Milne presented the following work plan items in the following priority order as listed: Work Plan Items 3, 2, 5, 4, 7, 10, 1, 6, 8, and 9.

Committee members decided that this agenda item should be forwarded to the full Council as a discussion item in order to receive additional input.

The meeting adjourned at 5:39 p.m. due to a loss of quorum.

6. **New Business/Future Agenda Items** (Discussion). This item was not heard due to a loss of quorum.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. This item was not heard due to a loss of quorum.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:39 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: June 19, 2008

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City and County of San Francisco
Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, June 19, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the May 15, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory document: Draft Minutes of the May 15, 2008 Meeting http://sfgov.org/site/sfenvironment_page.asp?id=81880) (Discussion and Action)
3. **Information Gathering for the Urban Forestry Council's Annual Report.** (Explanatory Document: Annual Report Survey Form (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/ReportingTemplaterev.doc (Discussion)
4. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Explanatory Document: Draft Resolution File 2008-04-UFC (Word) http://web1.sfgov.org/site/uploadedfiles/sfenvironment/meetings/ufc_planning/supporting/2008/UFCResFile2008-04-UFCIslaisCreek.doc) (Continued from the May 15, 2008 Meeting) (Discussion and Action)
5. **Landmark Tree Work Potential Add-Back Budget Request to Board of Supervisors.** (Discussion)
6. **New Business/Future Agenda Items** (Discussion).
7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
8. **Adjournment**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Governmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted:

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
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Thursday, June 19, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair Short, Members Habert, Milne, Quirke and Sherk; Excused: Members Marks and Miller.

2. **Approval of Minutes of the May 15, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory document: Upon Motion by Member Milne and second by Member Habert, the May 15, 2008 Meeting Minutes were approved without objection (Absent: Members Marks and Miller) (Discussion and Action)

3. **Information Gathering for the Urban Forestry Council's Annual Report.** (Explanatory Document: Annual Report Survey Form (Discussion)

   Coordinator Hui reported that the survey form was used for the 2004 and 2005 Annual Reports. It was explained that 2005 was the last time an Annual Report was completed and in 2006 the Urban Forest Plan was submitted in its place. Chair Short recommended including a cover sheet with the survey form that clearly states its intended purpose, how the data is going to be used, and to indicate that the Urban Forestry Council is required to submit an Annual Report to the Board of Supervisors with this information. A suggestion was made to offer to send a copy back to the reporting agencies for editing or review.

   Member Milne stated that there had been reluctance on the part of agencies in the past to complete the survey form, and that a number of agencies had not responded to the request for information. Member Milne stated that the objective was to get a list of departments with urban forestry activities and to keep it up to date. Member Sherk suggested using bullets so agencies don't have to write a large dissertation. Coordinator Hui reported that there were a variation of formats used to respond in the past--some agencies replied with bullets; some handwritten; others with narrative, etc. Chair Short recommended adding a question to the survey that asks whether there is anything that agencies would like the Urban Forestry Council to tackle on their behalf since the survey is being sent to agencies that have something to do with urban forest management in San Francisco.

   Member Quirke recommended reviewing reports that the previous Coordinator prepared. It was suggested that a possibility could be to send out the last Annual Report with the new questionnaire to provide people an example of what the Annual Report looks like.

Coordinator Hui asked that Council members representing City departments provide her with a contact person to send the form to and contacts at other agencies if they have that information. Chair Short stated that she would provide a list of agencies that she thinks should be contacted.

Public Comment

Ms. Wuerfel stated that narrative can be difficult to respond to and that agencies would be more likely to reply if they were provided with a template of the top ten questions, checkboxes, and one narrative asking what the Council can do for them. It was also recommended that (1) a contact person be identified; (2) getting more fastidious with requests in the future; and (3) that the cover letter be written in a way that people are less intimidated by the data, letting them know that if the data is not received, we can't move forward with funding for maintenance, and to encourage them to fill out the form. Coordinator Hui responded that a checkbox system may be easier to fill out, but may not provide enough specific information about urban forest programs.

Council Member Carolyn Blair stated that she agrees with Ms. Wuerfel that the form should be as easy to fill out as possible and provide guidance. It was stated that the landmark tree criteria evaluation form could serve as an effective example.

Member Sherk recommended providing a choice of filling out the questions in either a simple narrative or bullet form. Chair Short suggested that the form contain a combination of checkboxes and narrative similar to the landmark tree criteria evaluation form, but indicated that some fields may be appropriate for checkboxes and others may require narrative. Chair Short and Member Sherk offered to work with Coordinator Hui to create a new draft of the cover letter and survey form.

Member Quirke left at this time.

4. **Resolution to Support Framing Islais Creek Watershed in Conjunction with all City Agencies involved with transforming streets, streetscapes, and other open spaces in and around the Islais Creek Watershed.** Recommendation to the Full Council to approve the Resolution (Explanatory Document: Draft Resolution File 2008-04-UFC and Amended versions Drafts 1 and 2 (Continued from the May 15, 2008 Meeting) (Discussion and Action)

Member Sherk reported that she had reworked the original draft resolution into two versions based on comments from the May 15, 2008 meeting and explained revisions and differences between both drafts. Member Sherk described the project, its opportunities, educational programs, and current activities. It was explained that the purpose of this Resolution would be for the Urban Forestry Council to advocate for this type of consciousness to happen in the City with different City agencies. Member Sherk stated that she feels this Resolution would be good for the Council to support as the Council is charged with calling attention to the urban forest canopy and wants to have more opportunities to create educational programs around trees and ecological systems.

Member Milne distributed a new version of the Resolution for consideration (Explanatory Document:) and Committee members provided their comments on wording revisions, discussed the emphasis on the project promoting native trees versus non-natives, and recommended highlighting the importance of the stewardship of trees, etc. Chair Short stated that from the last meeting, a number of people were not comfortable supporting a very specific project, but were in support of the concept to frame the watershed and using it as an educational opportunity.

Public Comment

Council Member Blair on behalf of the San Francisco Tree Council expressed concern about the Tree Council recommending the Resolution if it doesn't mention preservation of existing non-native trees. Ms. Blair asked whether the Council would want to recommend the Resolution when it is supposed to be inclusive of all trees, and this Resolution is limiting to only a few non-native trees. It was asked what kind of educational message is being sent about all other trees if only natives would be promoted. Ms. Blair stated that she would like to support opening and transforming the watershed, but the Resolution should not take a particular stand on any particular species or tree and be all inclusive as is the urban forest.

Member Milne stated that it is not the Council's task to micromanage the project, and that there are appropriate native trees that could be included in this idea, and that is what he tried to relay in his version of the Resolution. Ms. Blair suggested adding something about preservation of existing trees. Member Sherk stated that a whereas clause could be added that existing trees whether native or non-native would be respected. Member Sherk added that in this plan it is more appropriate to use native trees because it would call attention to the ecological place, and that the plan does not call for taking out existing trees. Member Habert stated that it is commendable to connect people to the natural environment and suggested planting whatever works, whether it is native or not. Coordinator Hui discussed reasons why the Council can not support the concept of using only native trees in all of Islais Creek because it may interfere with other projects in the area that may use non-natives.

Mr. Brian Donovan stated that he is a 7th & 8th grade science teacher and explained that it is a great educational opportunity for kids to learn about the ecology of the California area and its native environment and how it may have existed before all of the concrete. As a teacher it allows you to walk along the watershed and describe plant communities and adaptations within these plant communities. For a lot of these kids especially in this area where there is not a lot of access to open space, it provides a conceptual frame and a view of what they are connected to on some level. Mr. Donovan felt that as an educator, it would be important to plant natives in those areas. Ms. Blair asked how it would affect insects and birds that rely on non-native trees. Mr. Donovan stated that you would not ruin insect communities and other plants by planting native trees across riparian zones.

Ms. Nancy Wuerfel stated that Member Milne's Resolution covers the concerns that she expressed at the May meeting that this is an Urban Forestry Council with a broader base. Member Milne was commended for stating that what Member Sherk does in her own working plans and activities is a step separate from what is most generically supportable for a Council of this type. Ms. Wuerfel stated that bringing in non-native trees may address neighborhood concerns and would be inclusive of what the Council may support.

Upon Motion by Chair Short and Member Sherk Member Milne's Resolution was approved with amendments for recommendation to the Urban Forestry Council for consideration at their June 24 meeting without objection (Absent: Members Marks, Miller and Quirke) (Explanatory Document: Amended Resolution 061908).

5. **Landmark Tree Work Potential Add-Back Budget Request to Board of Supervisors.** (Discussion)

Coordinator Hui stated that the Committee asked that consideration be given to the possibility of requesting an add-back based on Ms. Wuerfel's recommendations at the May meeting. Coordinator Hui reported that nowhere in the Urban Forestry Council Ordinance does it say that any agency has to contribute at all and a certain amount. Chair Short explained that the add-back can come directly from the Board of Supervisors through a general fund add-back and not as a directive from any particular agency. Coordinator Hui reported that she does not believe that any Department of the Environment program area currently receives general fund money. Chair Short explained that the add-back would be specific to the Council operating expenses, but would not dictate the budget.

Coordinator Hui explained that the Landmark Tree Ordinance legislates the Urban Forestry Council's involvement in the landmark tree process. It was reported that the Deputy City Attorney advised that the Council could write a letter, pass a Resolution, or the Chair could talk to the Board President. Member Milne reported that he consulted with Member Quirke about sending a letter that would contain budget generalities and specifics as a first step, and advised that this topic would be on the Council's June 24 agenda. Chair Short stated that if the Public Works Code legislates the participation of the Council, then the Council should exist and have the funding to fulfill that legislative role, and a request for funding should be included in the letter. Coordinator Hui reported that the Deputy City Attorney also reported that there are other Commissions and Councils that have work plans legislated to them and report to the Board of Supervisors that they cannot do the work with their current funding allocation and that funding has to be allocated or the work has to be taken away. Coordinator Hui reported that the budget would be passed on June 29.

6. **New Business/Future Agenda Items** (Discussion). New business and future agenda items were not discussed due to a loss of quorum.

7. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

8. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:30 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Thursday, June 19, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:20 p.m. Present: Chair Short, Members Habert, Milne, Quirke and Sherk; Excused: Members Marks and Miller.

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Member Quirke left at this time.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: August 21, 2008

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City and County of San Francisco
Urban Forestry Council

Planning and Funding Committee

NOTICE OF CANCELLED MEETING

Thursday, July 17, 2008, 4:15 p.m.
City Hall, Room 421
One Dr. Carlton B. Goodlett Place, San Francisco, CA

The Thursday, July 17, 2008, 4:15 p.m. Regular Meeting of the Urban Forestry Council's Planning and Funding Committee has been cancelled. The next Regular Meeting is scheduled for Thursday, August 21, 2008 at 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the meeting. If you have any questions please contact the Council Secretary at (415) 355-3709. You may also visit our website for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: July 9, 2008

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Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, August 21, 2008, 4:15 P.M.
City Hall, Room 421

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

1. **Call to Order and Roll Call.**
2. **Approval of Minutes of the June 19, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory document: June 19, 2008 Draft) (Discussion and Action)
3. **Review and Adoption of the Annual Urban Forest Report for Recommendation to the Urban Forestry Council**. (Explanatory Document: 082108 Annual Report 2008 Draft) (Discussion and Action) SPEAKER: Council Coordinator Mei Ling Hui
4. **Pursuing Better Tree Protection on Large-Scale Development Projects.** (Discussion) SPEAKER: Chair Short
5. **New Business/Future Agenda Items.** (Discussion).
6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.
7. **Adjournment.**

Public Comment

At this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but are not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up to three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may continue Public Comment to another time during the meeting.

The Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues raised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Govemmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, upon request to the Council Secretary at the above address, telephone number 415-355-3709, via e-mail at Monica.Fish@Sfgov.org, or at the Planning and Funding Committee's meeting agenda and minutes link within three business days of a meeting. If any materials related to an item on this agenda have been distributed to the Planning and Funding Committee after distribution of the agenda packet, those materials are available for public inspection at the Department of the Environment, 11 Grove Street, San Francisco, CA 94102 during normal office hours or will be made available at the meeting website link as links to the agenda or meeting minutes (by item).

When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: August 13, 2008

SAN FRANCISCO URBAN FOREST COUNCIL

ANNUAL REPORT, SEPTEMBER 2008

Submitted to Mayor Gavin Newsom and the Board of Supervisors by the Department of the Environment, pursuant to San Francisco Administrative Code Article XXIII, Section 5.238

Executive Summary

This report of the Urban Forestry Council provides the Mayor and Board of Supervisors with information on the state of San Francisco's urban forest. Included is information on overall urban forest structure, overall urban forest value, street tree structure, street tree function and value, current management structure, and opportunities for improving our urban forest.

The Urban Forest Council is making significant inroads to the historic areas of concern faced by San Francisco's urban forest, though many issues remain which need to be addressed. Most significantly, of the organizations that participated in the research for this report, the majority stated their number one challenge is an ongoing lack of adequate and consistent funding and staffing; many cited concerns regarding the health and safety of trees under their jurisdictional management and lack of ability to address these concerns due to funding and staffing issues. The single city agency reporting adequate resources does not manage any trees within the physical boundaries of San Francisco proper.

There are approximately 700,000 trees in San Francisco. The most recent major report estimates the benefits provided by our urban forest to be worth $103,475,877, with the greatest benefits derived from property value and hydrology related issues. Hydrological benefits alone are worth $4,444,309. The Bureau of Urban Forestry maintained a log of trees planted from Arbor Day 2007-Arbor Day 2008, which shows 5167 new trees planted this year, which exceeds Mayor Gavin Newsom's goal of planting 5,000 tree this year. See **Appendix I** chart of planting numbers related to Mayor Newsom's Trees for Tomorrow program.

While San Francisco's estimated 106,000 street trees are on par with the statewide street tree average, there are many opportunities to increase the resource extent. With approximately 127,000 tree-planting sites available, the streets of the City remain 56% unplanted. Of these sites, affluent neighborhoods have an average rate of 28% empty sites, while underserved neighborhoods typically see empty rates of up to 74%. This inconsistent distribution of the urban forest is an important environmental justice issue. Of the 5167 planted trees, 4280 are street trees. While the Mayor's goal was met, the street tree count falls short of the Urban Forestry Council's Street Action Plan of 5,000 new street trees annually.

The Urban Forest Council adopted an Urban Forest Master Plan for the City in 2005; it was adopted as a living document to allow for adaptations as the conditions of our urban forest change. This plan provides city department, nonprofits, and other urban forest managers with an in-depth picture of the size, health, stability and threats to San Francisco's urban forest. This plan is currently being expanded upon by the Planning Department with an expected completion of early 2009. This plan is not intended to include planning for Recreation and Park Department land. The Recreation and Park Department is working on a plan for trees and land under their jurisdiction as part of the Clean and Safe Neighborhood Parks general obligation bond that was passed by San Francisco voters in February of this year. City staff is exploring areas for possible collaboration to increase consistency, effectiveness and applicability of these plans.

SAN FRANCISCO URBAN FOREST COUNCIL
ANNUAL REPORT, SEPTEMBER 2008

The San Francisco Bay Area is a vibrant region that will continue to grow. As it grows it should also continue to invest in its tree canopy. This is no easy task, given financial constraints and the trends towards higher density development that may put space for trees at a premium. The challenge ahead is to better integrate the green infrastructure with the gray infrastructure by increasing tree planting, providing adequate space for trees, adopting realistic tree canopy coverage targets, and developing strategies, plans, programs, and municipal assessments to maximize net benefits over the long term, thereby perpetuating a resource that is both functional and sustainable.[1]

While current policies and programs are making inroads in the difficulties faced by San Francisco's urban forest, stakeholders continue to contend with many challenges. The management of trees, including raising funds for tree programs, is been split among various city, state, and federal agencies, non-profit groups, and private property owners. The result is an inconsistent tree care system and the historical absence of any comprehensive planning for a sustainable urban ecosystem. Acknowledgement of the need for collaborative plans motivated the completion and adoption of the existing Urban Forest Plan, which in turn prompted the two urban forest planning efforts that are underway. The Planning Department is adapting and expanding the Urban Forest Plan that was adopted by the Urban Forestry Council in 2006. The Planning Department's Urban Forest Plan is not intended to address the estimate 100,000 trees under the jurisdiction of the Recreation and Parks Department; instead RPD is developing their own urban forest management plan. The Planning Department's plan will be a template for future development throughout the city and will outline standards for management of existing urban trees. While each plan will address development and management of dissimilar area types, together they will be used to better the condition of majority of the city's trees. The value of these plans will be increased by the effectiveness of the planner's cooperation and plan consistency, especially in areas of jurisdiction overlap such as Park Presidio Boulevard. Early establishment of common goals and standards to insure the long-term success of the plans and the health and viability of the urban forest should be a priority for both area plans.

Mayor Gavin Newsom's continuing support of a five-year citywide effort to increase tree planting to 5,000 trees per year for a total of 25,000 trees, along with the adoption of Pruning Standards for public trees and adoption of the Landmark Tree Ordinance, has helped to increase partnering among urban forest stakeholders. However, an ongoing lack of coordination and funding among urban forestry groups has resulted in limited public involvement with trees and enforcement of existing laws. Consequently, the benefits of the urban forest are still not apparent to all our citizens.

The San Francisco Board of Supervisors passed the Urban Forest Council Ordinance in 2001 to create an advisory and educational council, whose purpose is to guide the stewardship of San Francisco's trees by promoting a healthy and sustainable urban forest that benefits all San Franciscans while ensuring public health and safety.

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[1] Simpson, J. et al. 2007. *San Francisco Bay Area State of the Urban Forest report*. Center for Urban Forest Research USDA Forest Service, Pacific Southwest Research Station.

As outlined in the Urban Forest Council Ordinance, the Council is charged with:

- Development and adoption of a comprehensive urban forest plan;
- Educating the public on urban forest issues;
- Developing and adopting tree care standards;
- Identify funding and staffing needs and opportunities for urban forest programs;
- Reporting on the state of the urban forest;
- Helping secure and encourage commitment of adequate resources for tree programs; and
- Facilitating coordination among agencies with tree management responsibilities.

To that end, the Council has commissioned the previously mentioned Urban Forest Plan as well as two urban forest inventories in San Francisco: The Urban Forest Effects Model (UFORE) and the Street Tree Analysis. Additionally the UFC has adopted Pruning Standards and a Recommended Street List for the city.

The Urban Forest Plan identifies five major goals and details individual steps to accomplish each of these goals. These goals are:

1. Maintain and conserve the existing urban forest.
2. Expand the urban forest through new planting.
3. Foster a shared set of values about the urban forest through education and action.
4. Manage the urban forest in a coordinated, responsible and effective manner.
5. Identify sustainable approaches for the funding and implementation of urban forest initiatives.

In addition, the plan identified nine steps as priority action items that require immediate consideration. These Action items are:

1. The City of San Francisco should develop a citywide set of standards and best management practices for tree selection, purchase, installation and care.
2. The City of San Francisco should protect existing trees from and during development.
3. The City of San Francisco should establish a goal of no net loss of trees on public and private property.
4. City of San Francisco departments should institute a comprehensive reforestation program in City parks and public institutions.
5. The City of San Francisco should allocate and secure funding for tree planting and maintenance from public and private sources including partnerships.
6. The City of San Francisco should establish one or more goals for the urban forest and monitor the results periodically.
7. The City of San Francisco should update the list of recommended trees.
8. Elected and community leaders in San Francisco should implement tree planting programs targeting underserved neighborhoods in order to achieve more environmental equity and accessibility.
9. The City of San Francisco should engage the SF Unified School District, Parent Teacher Associations and community groups to develop tree planting and care programs.

Many of these items have subsequently been addressed through the adoption of ordinances, resolutions, plans, and internal city agency practices: development and adoption of Pruning Standards, adoption of the Significant Tree and Landmark tree ordinances, a Tree Protection Plan related to development, and list of Recommended Street trees.

Continuing work towards partnership and policy adoption among city departments, nonprofits, and other stakeholders is needed to enhance the value of the work that has been completed and to advance the completion of additional priority tasks.

The Planning Department's forthcoming Urban Forest Master Plan will integrate the ideas, information, and vision of the existing Urban Forest Plan into a larger document meant to address future city planning with heightened specificity. The new plan will utilize and integrate other UFC efforts as well, including expansion of the Recommended Street Tree List and incorporation of the adopted Pruning Standards.

There are currently two major estimates for the number of trees and the percentage of canopy coverage in San Francisco. The 2005 UFORE report suggests canopy coverage of 11.9% with 669,000 trees; while the 2007 San Francisco Bay Area State of the Urban Forest Report estimates canopy coverage of 16.1%. These reports used differing methodologies to gather and quantify data, which can explain the differences in their estimates. To better understand these differences, completion of a second UFORE analysis 5 years after the completion of the original study is recommended. The planning for this second UFORE report is currently being discussed among urban forest stakeholders for completion in 2010.

The UFORE report surveyed and analyzed the tree population on various land types (e.g. residential, parks, open space, street) across San Francisco by gathering data on sample plots and extrapolating from these samples the overall state and condition of the urban forest. This report found that 51.5% of all the City's trees have a diameter of less than 6" and that the off the approximately 115 species, 10 species account for 46.2% of all the City's trees. This shows that many of the City's trees are very young, demonstrating the importance of increasing the level of tree care provided to the few large trees and of providing adequate care to the young trees so that they are able to reach maturity. As well, this exhibits the need to diversify species choices wherever possible. While it can not be considered a responsible management practice to plant great numbers of poorly suited or experimental trees in place of proven species for our climate and conditions, it is important to note that a diverse population allows reductions to the overall effect of losses due to blights or unusual weather events.

The State of the Urban Forest Report utilized remote sensing data to determine the changes in canopy cover and impermeable surfaces in urbanized areas from 1984-2002 by analyzing data sets taken periodically over that set of years. San Francisco had little undeveloped area in 1984 and nowhere to otherwise expand to. While population density has increased, tree canopy coverage has not. This report assumed a 16.4' (5 m) canopy for each tree. Breaking down the 16.1% canopy coverage into a tree estimate based on this sample tree size resulted in a count of 940,002 trees, far higher than the UFORE report's 669,00 estimate. In an effort to understand this difference, the report altered the canopy size estimates by 3' to 19.4' (5.9 m) total per tree; which reduced the estimated number of trees to 670,000.

The Street Tree Analysis (2003) focused on city street trees. As a result, there is data on tree population, age distribution, tree species, tree condition and associated benefits for the entire city.

Additionally the Council's social survey of 1100 city residents helped to gain perspective on public opinion of urban trees. The survey found that while the majority of residents believe that there are too few trees on their own streets they're satisfied with the general condition of open space and street trees, and supportive of dedicated and stable funding for urban trees.

The 2008 Annual Report is intended to describe the current state of urban forest management in San Francisco and is divided into the following four sections:

I. a. Total Tree Structure
b. Total Tree Function and Value

Looking at all trees in the city, how many trees do we have? How are they distributed? How healthy are they?
What are the benefits associated with these trees and how much are they worth?

II. a. Street Tree Structure
b. Street Tree Function and Value

How many street trees do we have? How healthy are they?
What are the benefits associated with these trees and how much are they worth?

III. Urban Forestry Management

Which agencies have jurisdiction over each portion of the resource and how well is the resource managed?

IV. Urban Forest Policies

What initiatives has the Council worked on?

Agencies and Organizations that chose to participate in the 2007-2008 UFC Annual Report survey:

- California Department of Forestry and Fire
- Department of Public Health through-
  - San Francisco General Hospital
  - Laguna Honda Hospital
- Friends of the Urban Forest
- Golden Gate National recreation Area
- Public Utilities Commission
- San Francisco Port Authority
- San Francisco Municipal Transportation Agency
- San Francisco Airport
- San Francisco Unified School District
- University of California at San Francisco

Agencies and organization that chose to not participate:

- City College of San Francisco
- San Francisco Housing Authority
- San Francisco Planning Department
- Presidio Trust
- Recreation and Parks Department
- Redevelopment
- TIDA

I. a. Total Tree Structure: What do we have?

1. Numbers, Diversity, Age, Health

While both of the two most recently created reports detailing San Francisco's urban forest and its benefits offer an estimate to the number of trees in the city and the level of canopy coverage, they also individually offer information that the other report is unable to.

The first comprehensive survey of San Francisco's urban forest includes trees in street right-of-ways, backyards, parklands, and other open space. The Urban Forest Effects Model (UFORE) analyzed field data collected throughout San Francisco to provide an overview of the urban forest. The subsequent data analysis describes the economic, ecological and social benefits of trees. The report includes information on canopy cover, tree species, tree size, available planting spots, and economic values for ecosystem services.

The UFORE study states that:

- San Francisco has 669,00 total trees (both public and private).
- The tree canopy cover is 12%.
- 51% of trees are less than 3 inches in diameter at breast height (DBH).
- The most common tree species throughout the city are blue gum (*Eucalyptus globulus*), Monterey pine (*Pinus radiata*), Monterey cypress (*Cupressus macrocarpa*), karo (*Pittosporum crassifolium*) and Chinese privet (*Ligustrum sinense*).

The UFORE model indicates that San Francisco has a large number of small and young trees. In order for these young trees to reach a mature size with good health and structure, they will need consistent care. As well, we need these small trees to replace large aging trees that are declining. Many cities encounter this situation, which requires long-term planning and sustainable funding.

Another aspect of the UFORE report is biodiversity. The data collection for UFORE included 104 tree species. In fact, San Francisco has 115 known tree species, which was previously measured by a USDA Forest Service street tree study. The top ten most common species comprise 57% of the total tree population. Increasing the population distribution over more tree species would result in a more resilient urban forest. In the event of pest or disease outbreak that targets a certain tree species, the presence of many unaffected tree species would allow the forest to persist and recover.

Based on the existing tree distribution, the UFORE report identified two potential pest problems: Asian longhorned beetle (*Anoplophora glabripennis*) and gypsy moth (*Lymantria dispar*). The Asian longhorned beetle is a recently introduced invasive insect that infests hardwood trees. Chicago, New York and Toronto have dealt with the beetle by removing thousands of these trees and restricting the species for new plantings. The gypsy moth is an established pest in the eastern United States. A robust and diverse urban forest is the best defense against these insects while it also contributes to wildlife habitat and resident satisfaction.

A second comprehensive study, The San Francisco Bay Area State of the Urban Forest Report, was completed in December of 2007. This report was created by extrapolating information from remote sensing data. This report includes information on the changes to the impervious surfaces in urbanized regions of the Bay Area and the increases to urban extant. It also examines changes to the canopy coverage of these areas from 1984-2002, current canopy coverage, and gives an estimate to the number of trees in each given area. This report performs a more in-depth study of the benefits than the UFORE report, but does not account for the differences in levels of benefits that different species provides as it make estimates based on canopy coverage and not individual tree counts as UFORE does.

The State of the Urban Forest report finds that:

- San Francisco has between 670,000 and 940,00 trees (both public and private)
- The tree canopy coverage is 16%
- San Francisco experienced very little change in urban extent, impermeable surfaces and canopy coverage between 1984-2002.

This more recent report founds a 43% higher property value for each tree than the 2003 Street Tree Analysis estimate of $77 per tree. The estimate of $110 used by the State of the Urban Forest report is possibly explained by the increases in overall property values in the San Francisco between the two studies.

In 2008, city agencies and nonprofit organizations plant 5167trees. There were 4280 street trees planted and 887 open or public space trees planted.

For a complete list of participating agencies and trees planted, please see **Appendix II**.

I. b. Total Tree Function and Value: What are the benefits?

The UFORE model generates economic values for natural services and functions provided by trees. For instance, trees offset some of the problems associated with climate change. Trees filter air pollutants such as ozone (O_3), particulate matter, sulfur dioxide (SO_2), nitrogen dioxide (NO_2) and carbon monoxide (CO). The annual filtration of air pollutants in San Francisco is valued at $1.3 million. Another important benefit that UFORE measures is carbon sequestration and storage. San Francisco trees sequester 5100 tons of carbon each year, which is valued at $94,000. The total carbon storage in San Francisco is valued at $3.6 million.

The UFORE report states, “Large healthy long-lived trees are best for improving air quality.” This holds true for other benefits that trees provide such as ultraviolet radiation reduction, building energy use reduction, air temperature reduction, stormwater filtration, and wildlife habitat.

There are many additional benefits of urban forests that UFORE does not measure. Trees provide wildlife habitat for birds, mammals, insects and invertebrates. Wildlife habitat in San Francisco can be linked to open space across North and South America, which is crucial for migratory birds considering the current levels of deforestation and habitat destruction.

As well, humans benefit from the presence of trees. Numerous studies have found that trees enhance individual and community well being. The presence of trees in an area encourages more outdoor activity and interaction among residents.[2] In fact, neighborhoods and buildings with greener surroundings report fewer property and violent crimes.[3] In addition, trees provide human health benefits. Urban trees play a role in blocking UV radiation, and thus reduce human exposure and skin cancer risk.[4] In terms of psychological benefits, children with Attention Deficit Disorder (ADD) express fewer symptoms and function better than usual after exposure to green play areas that include trees and vegetation.[5]

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[2] Kuo, Frances. 1997. Trees, Aggression and Urban Violence. *City Trees: The Journal of the Society of Municipal Arborists*, Volume 33, Number 6.

[3] Kuo, Frances E, Sullivan, William C. 2001. Environment and crime in the inner city: does vegetation reduce crime? *Environment and Behavior*, (33) 3: 343-367.

In addition to enhancing health, trees have a positive economic influence since consumers value their presence. A study found that consumers assign high ratings for amenities, customer service, product quality and aesthetics to businesses with landscaping and trees. As a result, they are willing to travel farther and spend more time and money in such areas.[6] Furthermore, trees are associated with higher property values; the presence of trees results in a 3.5 to 6 percent price increase.[7] All these tree-related benefits contribute to a stronger community.

An inventory of the existing urban forest is the first step in long-term planning and management. The UFORE report reinforces the importance of consistent tree care in order for young trees to reach maturity and provide more benefits.

Through a partnership with the USDA Forest Service Northeast Research Station, the UFORE study was completed at a nominal cost to the City. The Department of the Environment provided eight intern stipends at a cost of $8000 and in-kind support through the Urban Forest Coordinator.

The San Francisco Bay Area State of the Urban Forest report details the benefits provided by our urban forest broken down by area use type (i.e. high density residential areas, low density residential areas, commercial/industrial, institutional, open space, and transportation) and quantifies these benefits using two different metrics: resource units and dollar value. Resource units are the engineering units of meters, kilograms, BTUs and watts of the energy, water, and carbon saved by the urban forest. The dollar value of these benefits is derived from an assessment of the resource units. The greatest benefit by far was increased property value. As noted above, San Francisco's relativity mild climate reduces the urban forest's carbon benefits related to energy savings as compared to cities with warmer climates. This report finds that the largest use-value benefit that San Francisco's urban forest provides is in hydrological function.

A five year follow up UFORE report will help us to understand the difference in the two most recent studies on San Francisco's urban forest. Preliminary planning for this report has begun, with an expected completion date of 2010.

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[4] Society of American Foresters. 2002. Tree cover may be the newest weapon against skin cancer. *The Forestry Source.*

[5] Taylor, Andrea Faber, Kuo, Frances E., Sullivan William C. 2001. Coping with ADD: the surprising connection to green play settings. *Environment and Behavior*, (33) 1: 54-77.

[6] Wolf, Katherine L. 1998. Trees in business districts: positive effects on consumer behavior! *Human Dimensions of the Urban Forest Fact Sheet #5.* Center for Urban Horticulture, University of Washington.

[7] Wolf, Katherine L. 2001. Tree investment brings cities many happy returns. *Environmental Outlook.*

INSERT CHARTS FROM CUFR REPORT HERE

II. a. Street Tree Structure: *What do we have?*

1. Numbers, Diversity, Age

Total Numbers

There are an estimated 106,000 street trees in San Francisco. Publicly managed trees account for roughly 1/3 of the total; private property owners are responsible for the care of the remaining trees.

While San Francisco is on par with the statewide average of 104 trees per street mile, there are many opportunities to increase the number of street trees. Approximately 127,000 sites, or 56% of all street tree-planting sites, are unused. It is important to note that the 4280 street trees planted through DPW, FUF and Capital Improvement projects fall short of the UFC Street Tree Action Plan annual goal of 5000 new street trees.

Species Diversity

Citywide, the resource represented 115 different tree species—indeed a healthy diversity. However, several districts were dominated by a few species and this lack of diversity in certain areas should be of concern to managers. With the greatest population, leaf area, and canopy cover, Victorian box and London plane are the two most common street trees in San Francisco.

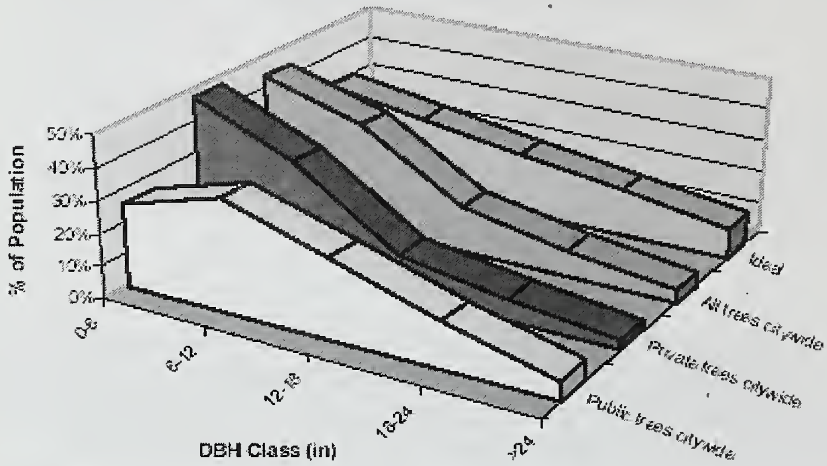
San Francisco's most common street trees and percentage contribution to canopy cover

Species	# of trees	% of Tot.	Leaf area (m2)	% of Tot.	Canopy cover (m2)	% of Tot.	IV
Victorian box	8.500	11	692,346	10	204,856	10	10
London plane tree	6,514	8	880.537	13	441,686	21	14
Indian laurel, ficus	6.042	8	409,118	6	151,812	7	7
New Zealand Christmas tree	4,873	6	347,836	5	100,885	5	5
cherry plum	4,537	6	158,821	2	35,315	2	3
red-flowering gum	3,506	5	493,348	7	146,895	7	6
blackwood acacia	3,429	4	683,484	10	166,490	8	7
Japanese flowering cherry	3,413	4	166,627	2	34,243	2	3
Brisbane box	3.366	4	283,545	4	70,272	3	4
mayten tree	2,890	4	147,173	2	41,783	2	3
small-leaf tristania	2,852	4	70,630	1	24,013	1	2
Arbutus 'Marina'	2,731	4	21,789	0	8,875	0	1
lemon bottlebrush	2,157	3	81,273	1	26,907	1	2
evergreen pear	2,151	3	82,553	1	38,707	2	2
maiden hair tree	2,140	3	25,066	0	7,222	0	1
Chinese elm	2,040	3	661,778	10	135,051	6	6
Monterey pine	2.035	3	570,766	8	172,794	8	6
myoporum	1.992	3	194,189	3	61,569	3	3
southern magnolia	1,914	2	61,908	1	24,367	1	2
Australian peppermint willow	1.645	2	95,798	1	27,751	1	2
cajeput tree	1,549	2	33,582	0	7,742	0	1
olive	1,423	2	89,557	1	24,138	1	1
Indian hawthorn	1,415	2	4,986	0	2,552	0	1
Monterey cypress	1,292	2	317,522	5	117,388	6	4
glossy privet	1,258	2	57,764	1	21,793	1	1
karo	1,206	2	121,241	2	37,825	2	2
Total	76,872	100	6,753,236	100	2,132,934	100	100

Source: Maco et al., 2003

Age Distribution

Age distribution varies by district, but citywide the street tree population is immature, lacking adequate numbers of functionally mature trees. The following chart shows the breakdown of San Francisco's tree age (as DBH or trunk diameter at breast height) vs. an idealized age breakdown.



Source: Maco et al., 2003

2. Street Tree Distribution: *An important environmental justice issue*

Street trees—and their associated benefits—are not distributed evenly among residents. Of the approximately 127,000 potential planting sites in the City, affluent neighborhoods had an average rate of 28% empty sites, while underserved neighborhoods typically see empty rates of up to 74%. This inequitable distribution of the urban forest is an important environmental justice issue; specifically, the street tree population appears to be least established in Districts 10 and 11.

The following chart offers an overview of resident and street tree populations in San Francisco. Although this chart identifies District 3 (North Beach) as the district with the fewest street trees, it is the physically smallest district. However, the more important point is that District 11 (OMI/Excelsior) has the largest resident population and ranks 7th in the street tree population; thus it should be a first priority for action.

Human Population vs. Street Tree Population

District	Name	#People* (% of pop.)	Pop. rank	#ST (%ST pop.)	ST rank	People/Tree	Priority
1	Richmond	69978 (9.01)	9	6988 (7.1)	9	10.01	4
2	Marina	67272 (8.66)	11	10624 (10.8)	3	6.33	9
3	N.Beach	70150 (9.03)	7	3623 (3.7)	10	19.36	1
4	Sunset	70672 (9.1)	5	7115 (7.2)	8	9.93	3
5	W.Addition	71217 (9.17)	3	8841 (9)	6	8.06	5
6	SOMA	70197 (9.04)	6	9496 (9.6)	5	7.39	7
7	Merced	68877 (8.87)	10	11457 (11.6)	2	6.01	10
8	Castro/Noe	70029 (9.02)	8	13140 (13.3)	1	5.33	11
9	Miss/Bernal	71061 (9.15)	4	10546 (10.7)	4	6.74	8
10 total		73209 (9.43)	2	9491 (9.6)	5	7.71	6
10(a)	Potrero Hill			3827 (3.9)			
10(b)	BVHP			5664 (5.7)			
11	Excels/OMI	74121 (9.54)	1	7214 (7.3)	7	10.27	2
Total		776783 (100)		108026 (100)		7	

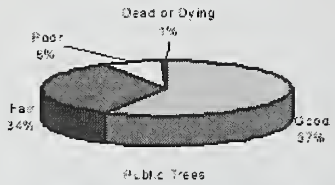
*http://sfgov.org/site/uploadedfiles/redistricting/download/sfproposal/sf_stats_new_districts_41502.xls (2000 data)

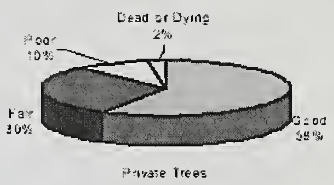
KEY	
#People	Number of people living in that district
(% of pop.)	Percentage of City's total human population
Pop rank	Population rank (1 being largest)
# ST	Number of street trees growing in that district
(%ST pop.)	Percentage of City's total street tree population
ST rank	Street tree ranking (1 being district with the largest street tree population)
People/Tree	Amount of people for every one tree
Priority	This is the action priority (1 being district that is in the worst situation and in greatest need of city attention)

3. Street Tree Health

Two studies were examined to determine the health of San Francisco's street trees. Michael J. Sullivan conducted a series of studies on tree health and survival rates. Sullivan examined trees planted through San Francisco's Friends of the Urban Forest (FUF). The survey covered a total of 3,856 trees planted in 1987, 1988, 1990 and 1991 (these trees were surveyed 10 years after the planting date) and 1992, 1993, 1995 and 1996 (surveyed five years after the planting date). Accordingly, the survey was done over a four-year period in 1997, 1998, 2000 and 2001. The survey showed that 1,718 out of a total of 1,987 trees planted in 1992-1996 had survived as of **5 years** after their planting date--**a survival rate of 86.4%**. Out of the 1,869 **10 year**-old trees from 1987-1991, a total of 1,269 had survived--**a survival rate of 67.9%**. It is encouraging that over two-thirds of the trees planted through FUF are still alive after 10 years (Sullivan, 2004).

The 2003 CUFR (Center for Urban Forestry Research) street report considered tree health on both public (DPW) and private (FUF/property owner) maintained trees. Survey techniques and health indicators differed somewhat from the Sullivan study, so the two data sets are not compared here. However, results of the CUFR report do not suggest a significant difference in the health of public versus privately maintained trees.





Source: Maco et al., 2003

This chart indicates the condition of public and private street tree population by district (%).

	Public Trees				Private Trees			
Zone	Good	Fair	Poor	Dead or Dying	Good	Fair	Poor	Dead or Dying
1	47	45	9	0	42	50	6	2
2	69	24	7	0	76	16	7	1
3	59	31	6	3	27	42	31	0
4					54	39	4	3
5	54	35	9	2	61	31	6	1
6	50	50	0	0	85	12	3	0
7	64	32	4	0	67	25	4	3
8	36	57	7	0	50	38	10	1
9	61	25	14	0	50	28	19	3
10a	22	61	17	0	61	30	7	3
10b	0	43	57	0	25	44	24	7
11	76	23	0	1	72	22	5	1

Source: Maco et al., 2003

DISCLAIMER: District 4 has public trees on par with other districts; however, the CUFR street tree report does not include a health rating for District 4 trees.

II. b. *Street Tree Function and Value: What are San Francisco's street trees "worth"?*

We recognize the many ways in which trees improve the aesthetics of the community and enhance the mental and emotional states of San Francisco residents. However, in this section, we choose to focus on the benefits in energy savings, air quality improvements, storm water containment, and property value increase.

Benefit	Public			Private			All		
	Total ($)	$/capita	$/tree	Total ($)	$/capita	$/tree	Total ($)	$/capita	$/tree
Energy	23,749	0.03	1.30	61,993	0.08	0.77	85.742	0.11	0.87
CO_2	10,218	0.01	0.56	27,689	0.04	0.34	37.907	0.05	0.38
Air Quality	17,740	0.02	0.97	24,978	0.03	0.31	42.718	0.05	0.43
Stormwater	117,415	0.15	6.44	349.139	0.45	4.35	466.554	0.60	4.73
Property Increase	1,802,240	2.32	98.84	5.106,898	6.57	63.60	6,909.138	8.90	70.12
Total benefits	1,971,362	2.58	107.62	5.570,697	7.29	69.11	7,542.059	9.87	76.54
Total costs	4,777,190	6.25	261.99	2,704,276	3.54	33.68	7,481.466	9.79	75.93
Net benefits	- 2,805,828	- 3.67	- 154.38	2.866,421	3.75	35.43	60.593	0.08	0.61
Benefit-cost ratio	0.41	0.41	0.41	2.06	2.06	2.05	1.01	1.01	1.01

Source: Maco et al., 2003

1. Energy Savings

Because of San Francisco's moderate summer weather, potential energy savings from trees are lower than those that would be found in warmer inland locations. Electricity and natural gas saved annually from both shading and climate effects total 651 MWh and 1,646 Mbtu, respectively, for a total retail savings of $ 85,742 ($0.87/tree).

2. Greenhouse Gas Sequestration

Citywide, public trees sequestered 611 tons of the greenhouse gas carbon dioxide (CO_2). At the same time, energy plant emissions declined by 71 tons. Private trees have an annual net sequestration rate of approximately 1,660 tons and reduced emissions by another 186 tons. The combination of these savings is valued at $37,907 ($0.38/tree) annually.

3. Air Pollutant Uptake

Annual air pollutant uptake by tree foliage (pollutant deposition and particulate interception) was 12.5 tons combined. The total value of this benefit for all street trees is $189,375, or about $1.92/tree.

Because of the relatively small avoided hydrocarbon emissions benefit at power plants due to energy savings, and the fact that many species have high biogenic volatile organic compound (BVOC) emission rates, trees had a negative net impact on avoided pollutant emissions—causing more harm than good. The *net cost* of avoided and BVOC emissions was valued at approximately $135,000, or $1.37/tree.

4. Storm Water Abatement

The ability of San Francisco's street trees to intercept rain—thereby avoiding storm water runoff—is substantial, estimated at 13,270,050 ft^3 annually. The total value of this benefit to the city is $467,000. These values ranged by district and population subset. Citywide, the average street tree intercepted 1006 gallons, which is valued at $4.73 annually. Thus, street trees were found to provide a particularly important function in maintaining environmental quality of San Francisco's important water resources.

5. Property Value Increase

The estimated total annual benefit associated with property value increases and other less tangible benefits is approximately $6.9 million, or $70/tree on average. London plane ($146/tree), blackwood acacia ($110/tree), and Chinese elm ($361/tree) are on the high end, while New Zealand Christmas tree ($40/tree), evergreen pear ($23/tree), and maidenhair tree ($23/tree) average the lowest benefits.

Overall, annual benefits are determined largely by tree size, where large-stature trees typically produce greater benefits. For example, average small (lemon bottlebrush), medium (New Zealand Christmas tree), and large (blackwood acacia) broadleaf evergreen trees produce annual benefits totaling $16, $44, and $125 per tree, respectively.

6. Benefit to Cost Ratio

The street tree resource of San Francisco is a valuable asset, providing approximately $7.5 million ($77/tree) in total annual benefits to the community. However, approximately the same amount is spent on its upkeep (see below). With a Benefit-Cost Ratio (BCR) of 1.01, managers are faced with a fragile resource that requires strategic care to increase the BCR as the resource matures.

III. Urban Forestry Management and Funding:
Opportunities and Challenges

Currently, street trees in San Francisco are comprised of two distinct populations, those managed by the Department of Public Works (DPW) and those managed by private property owners. A significant majority of street trees are the responsibility of private property owners, but the level of care varies greatly. Some property owners actively tend their trees with help from Friends of the Urban Forest (FUF) while other people neglect or damage their trees. The trees in San Francisco's open spaces are managed in part by several other agencies, including Recreation and Parks Department, Golden Gate National Recreation Area, The Port of San Francisco, San Francisco Municipal Railway (MUNI), City College of San Francisco (CCSF), University of California (UCSF), and others. Trees on private property are the responsibility of property owners.

This section provides an overview of the activities, accomplishments and challenges of government agencies and nonprofit organizations working on urban forestry in San Francisco.

Department of Public Works, Bureau of Urban Forestry (BUF)

Total urban forest budget:

WAITING FOR CARLA'S UPDATES

Recreation and Parks Department (RPD)

Although the Recreation and Park Department did not contribute to this year's report, certain information regarding their resources, concerns and constraints was made available in a presentation at a Board of Supervisor's committee hearing on July 3, 2008.

Tree planting and management

RPD maintains an estimated 100,000 trees in San Francisco. They have performed studies of three sites: Stern Grove, Park Presidio, and Washington Square. These studies assessed a total of roughly 2,400 trees. At the meeting, the RPD representative cautioned that assessment studies are useful for a limited span of time following their completion and that if unavailability of necessary resources to create an action plan and perform work based on information provided to the land manager would cause the study to have little use value.

RPD currently has 32 dedicated tree care staff broken into 5 crews: three tree care crews and two reforestation crews. The tree care crews are comprised of a supervisor, two or three climbers, and a laborer. The reforestation crew assigned to Golden Gate Park has a supervisor and seven other staff, while the Neighborhood Parks reforestation crew has a supervisor with four additional staff members.

Funding

Voters passed the Clean and Safe Recreation and Park General Obligation bond earlier this year. This bond has a set aside of four million dollars for urban forest work, which will be made available to RPD after two bond sales; one in August of 2008 and one at the end of 2009.

Challenges

Recreation and Parks does not have adequate staffing to properly manage their trees. Each member of the tree care crews is needed to operate the crew safely and effectively. If one member of a crew is unable to work due to sickness or other leave, the crew may not be able to work on trees that day. To address this, RPD would need to increase the size of each crew to ensure that they are able to adhere to their work schedules regardless of a staff member's absence. Additionally, RPD reported equipment needs.

Golden Gate National Recreation Area (GGNRA)

Total urban forest budget: **$30,000**

The National Park Service manages the Golden Gate National Recreation Area. This 2675 acre area encompasses Fort Mason, Presidio Area A (coastal), Land's End, Sutro Heights Park and Fort Funston. As a federal agency, GGNRA is required to complete project planning under NEPA, the National Environmental Policy Act.

Tree planting and maintenance

GGNRA's urban forestry work is currently focused on emergency tree care, which is assigned as needed to groundskeepers and trail crew workers.

Funding

Golden Gate National Recreation Area has a $30,000 budget for urban forest management in San Francisco. In fiscal year 2007-2008, GGNRA required $20,000 for emergency tree care, routine care, and special projects. An Additional $10,000 was dedicated to public programs.

Challenges

GGNRA has no dedicated urban forestry staff or funds for professional tree management services. Their greatest concern is lack of funds for proper management of trees in their jurisdiction. A specific concern is the aging stands of Monterey Pine and Monterrey Cypress that require attention in the form of thinning, pruning, and replacement. Ability to hire a crew of 2-4 dedicated tree workers would be a good start to proper stewardship of the trees on their lands.

Laguna Honda Hospital (LHH)

Total urban forest budget: **$20,000**

The Laguna Honda Hospital is located at the approximate geographic center of San Francisco on 62 acres; approximately half of this area is open space. The 1200 bed hospital has provided long-term care for over 135 years and is surrounded by aesthetically appealing mature vegetation. At present, the vegetation at LHH is comprised of eucalyptus forest, grasslands, manicured lawns and horticultural plantings. The hospital maintains approximately 3,000 trees, 80% of which are located in open space areas. The hospital campus offers safe and beautiful trails to staff and the public, which are accessible by mass transit and private vehicles. The hospital is required to issue Environmental Impact Reports.

Funding

Tree work is generally focused on emergency tree care. LHH contracts with the Recreation and Parks Department to manage the majority of the care provided to their trees; typically contracting one week of full time work for one RPD crew per year costs LHH $20,000-$25,000.

Challenges

The greatest need is manpower and funding to maintain existing trees and improve open space. Mature trees, particularly the large eucalyptus tree groves, are approaching the end of their average life spans. Basic forest management, such as selective thinning and hazardous tree removal would enhance and protect the existing forest and wildlife communities, as well as the recreational experience on the site. In addition, there are many ecological restoration possibilities for the woodland, grassland and creek areas. Historically, this area (Florida Valley) supported a creek and riparian habitat. Possible projects range from small and inexpensive to large and costly. Finally, trail improvements could include linkages between disconnected trails, additional landscaping, signs and/or paved surfaces. LHH trees require professional evaluation and future planning efforts, though the hospital lacks the expertise and financial resources to do so. LHH estimates that they would need $200,000-$300,000 to properly manage their trees.

General Hospital (SFGH)

General Hospital comprises a total of 23 acres, with trees located throughout.

Tree planting and maintenance

SFGH has two full-time garden staff and three as needed garden staff; they contract large tree work with BUF and assign garden staff to perform work on smaller trees as needed.

Challenges

Gardener staffing levels are inadequate and there are no arborists on staff. In the past, the hospital has had 7 gardening personnel. Though the management area has not decreased, the number of staff has.

The Port of San Francisco

The Port of San Francisco is responsible for managing 7.5 miles of the San Francisco shoreline stretching from Hyde Street Pier in the north to India Basin in the south. The Port's responsibilities include promoting maritime commerce, navigation, fisheries, restoring the environment and providing public recreation. Within the Port's management framework, the Maintenance Department is responsible for the care of all street and park trees within the Port's jurisdiction.

The Port adheres to the following policies

1) City and County of San Francisco, Department of the Environment - Integrated Pest Management Program (Legislation Chapter 39, Section 39.6)
2) Bay Conservation Development Commission Guidelines – Objective number 3
3) Department of Public Works Bureau of Urban Forestry – Tree planting and removal Policies 169 and 946.

Please note: Bay Conservation Development Commission Regulation Number 3 mandates that large trees (over 20 ft tall) cannot obstruct the view of park waterfront.

Tree planting and maintenance

The Port has two gardeners on staff; one of the gardeners is a certified arborist. The Port contracts with DPW for major tree work including evaluating tree condition, recommending tree removals as needed, recommending species for planting, and providing general pruning and maintenance services as required.

Funding

The Port Authority did not provide urban forestry budget information for fiscal year 2007-2008.

Challenges

Port of San Francisco trees and vegetation face severe health challenges. Considering the harsh environment, especially along the south waterfront, most trees planted cannot survive the winds, sea salt, pollution, lack of irrigation, and vandalism. The Port would like to develop an urban forestry plan that includes pruning, watering and planting cycles. The acquisition of additional staff, materials and supplies is necessary to support urban forestry and greening related activities.

San Francisco Planning Department

Although the Planning Department did not contribute to this year's survey, we have included information from the previous reporting cycling.

The San Francisco Planning Department's mission is "To guide the orderly and prudent use of land, in both the natural and built environments, with the purpose of improving the quality of life and embracing the diverse perspectives of those who live in, work in, and visit San Francisco." While the department does not directly plant or maintain the urban forest, this resource is key to much of their work.

General Plan and Policy Development

The Planning Department maintains and administers the city's General Plan, which identifies community objectives upon which some level of consensus has been reached. This document not only outlines these community objectives, but also provides a framework for decision making when there are conflicting community objectives. The Urban Design Element and the Recreation and Open Space Element contain policy direction specifically concerning the city's urban forest. Many specific Area Plans in the General Plan and Implementation Plans (such as the Downtown Streetscape Plan) articulate the high value of trees in the San Francisco.

Evaluating Development Proposals

During the course of project application review, the Department considers all aspects of the project; including landscaping improvements and changes to the public right-of-way to ensure full compliance with the City's Planning Code.

Community Planning and Education Initiatives

The Department is engaged in on-going comprehensive planning programs such as Better Neighborhoods, the Eastern Neighborhoods, and the Downtown Initiatives, among others, that if completed and implemented will provide guidance for the design of the built environment and serve as a catalyst for further investment in the public realm. The Planning Department recently published a draft of the Better Streets Plan and has begun work on an Urban Forest Plan.

Funding

The Planning Department has no budget for street tree planting or for maintenance, though they are currently involved with two city-wide planning efforts that will affect the urban forest. A draft of the Better Streets Plan was recently completed and is now open for public review and comment; work on the Urban Forest Plan is underway.

San Francisco Public Utilities Commission (PUC)

Total urban forest budget: **$329,800**

The Public Utilities Commission maintains approximately 1,000 acres of land in San Francisco.

Funding

The total urban forest program budget was $329,800 plus one forester position, and supervisory staff and gardening staff as needed. The PUC works with the RPD to maintain trees under their jurisdiction. There are no outside sources of funding.

Challenges

The PUC doesn't have adequate resources to maintain proper staffing levels. They have one staff position dedicated to urban forest work, who has been on leave since November 2007. The PUC many has aging stands and trees affected by Pine Pitch Canker. They are concerned with tree failure in publicly accessed areas. To begin an appropriate level of maintenance they require a full-time tree crew and equipment.

San Francisco Municipal Transportation Agency (SFMTA)

SFMTA maintains trees in the following public areas: Street trees and landscaped areas adjacent to Muni facilities and rights of way: Forest Hill station, Woods Division Metro, Metro annex, West Portal, Keith Sub-station, Potrero yard, Quintara, Presidio yard, Kirkland yard, Illinois Sub-station, La Playa terminal, Flynn facility, Scotts garage, 700 Pennsylvania Ave, 1580 Burke Ave, Cable car landscape, Carl & Cole landscape area, Geneva –Munich landscape area, J- line landscape area, Russia-landscape Sub-station, Metro Maintenance East (MME) LRV yard, Embarcadero LRV and F-line rights of way.

Challenges

SFMTA is currently understaffed; in the past they have had four staff with the same workload that two staff positions are now required to do. They are concerned with safety in maintaining clearance of cantenary power lines and young tree care. They are also concerned with coordinating maintenance with other city departments and agencies. They require additional staff and supervisors.

San Francisco Unified School District (SFUSD)

Total urban forest budget: **$50,000**

The San Francisco Unified School District maintains approximately 430 acres with 2,873 trees at locations throughout the city.

Tree planting and maintenance

The San Francisco Unified School District maintains approximately 430 acres with 2,873 trees at locations throughout the city. SFUSD's primary tree care goal is to care for their trees in an aesthetically pleasing way that also addresses the needs of safety, accessibility, and visibility; with safety as their highest priority. SFUSD works with Friends of the Urban

Forest at the request of neighborhood groups to increase the canopy cover at their sites whenever possible.

Funding

SFUSD has a static budget of $50,000 dedicated to urban forestry work. This funding level is inadequate to cover their current needs. To address the care of trees affected by Pine Pitch Canker alone would cost an average $1,500 per tree for 383 trees with a minimum estimated need of $400,000.

Challenges

SFUSD is highly concerned with the safety of trees in their jurisdiction. As noted above, they faced great funding challenges to proper management. In addition to their current staff of 14 gardeners, one truck driver and one manager, they require an additional 16 gardeners, 4 tree climbers, tree crew equipment, an increase in their urban forestry budget to $100,000 and $50,000 in other equipment needs.

University of California, San Francisco

***Total urban forestry budget:* $200,000**

The Facility Management Department is responsible for planting new trees, and pruning and removing hazardous trees and limbs. This is done for public street trees in and adjacent to campus sites, campus open spaces, and Mount Sutro Open Space Reserve.

Tree planting and maintenance

UCSF identified two primary priorities: removing hazardous trees and limbs in accordance with the Mount Sutro Open Space Management Plan; and planting trees and shrubs at the new Mission Bay campus. Currently, their greatest concern is with the overall health of the eucalyptus forest and with potential for wildfire in this area.

UCSF adheres to three separate policies and guidelines: 1) the Mount Sutro Open Space Management Plan; 2) a street tree removal public notice policy; and 3) Mission Bay Campus Master Plan and Design Guidelines in which landscaping for the new campus is addressed.

Funding

UCSF receives money from the State of California under the Operations and Maintenance Funding for Grounds Budget and part of this funding is used for tree maintenance.

Challenges

UCSF has no dedicated urban forestry staff and believes it is not possible to meet sufficient funding levels, even with outside grants, to adequately address hazards from both falling trees and wildfire.

San Francisco Airport (SFO)

***Total urban forest budget:* $20,000**

The current landscape at the airport includes the area directly west of the International Terminal, which is composed mainly of Sequoia sempevirons, Cercis Canadensis, Podocarpus gracilior and various shrubs such as Rhododendron varieties and Carpenteria californica. Additional areas include landscaping on the east side of Route 101 between the Airport entrance roadways and the San Bruno Avenue interchange, the entire cloverleaf area of the interchange and the new Bay Trail landscaping north of San Bruno Avenue.

Other urban forest areas are spread throughout the airport property including a residential area in Millbrae, 6-acre Bayfront Park in Millbrae and the 180 acre site west of Bayshore which is forested with Eucalyptus, Cottonwood, Willow and various other species. This is the environmentally sensitive area that is home to the San Francisco Garter Snake and the Red Legged Frog.

Total area of responsibility including, parklands, medians, freeway rights-of-way, wild and/or protected areas and airfields total approximately 500 acres of variously maintained grounds. The tree count is over 2200 in these areas.

Tree planting and maintenance

The airport's urban forest related activities vary, since the landscaping ranges from well designed, high maintenance locations with irrigation, to natural areas that only require monitoring for disease or hazards and the resulting response. In general the airport oversees its urban forest using pruning and maintenance standards set by the San Francisco Urban Forestry Council. SFO currently has 19 full-time garden staff who include urban forestry related activities in their daily work schedules.

Challenges

In the past, SFO contract work needed on their large trees to DPW. DPW's current work load and staffing levels do not allow them to continue to provide service to SFO, who must now seeks outside contracting partnerships to meet this need.

SFO is the only participating organization or agency who reported that they have the resources they need to properly manage the trees and landscaping under their jurisdiction.

Friends of the Urban Forest (FUF)

***Total organizational budget:* $1,200,000**

Friends of the Urban Forest is a nonprofit volunteer-oriented organization that coordinates neighborhood plantings and provides young tree maintenance, as well as various training and educational programs.

Tree maintenance and planting

In fiscal year 2007-2008, Friends of the Urban Forest planted 783 trees and tended to 3,800 trees in the public right-of-way. FUF offers technical support and advice to help the individual San Francisco property owners who are responsible for maintaining roughly 2/3 of the estimated 106,000 public right-of-way trees in the city.

In addition to their planting goals, they have other annual responsibilities in relation to the urban forest. FUF is committed to complete the following:

- 783 two-month maintenance visits
- 1,000 eighteen-month maintenance visits
- 1,500 three-year maintenance visits
- 550 emergency tree calls + other random pruning/tree staking visits
- 3,500 tree care reminders (postcard mailings)
- 60 educational seminars & meetings to promote urban forestry

- 8 pruning workshops (open to public)
- 1,500 advice line phone calls
- 15 tree care establishment leaders trained (for community plantings & tree care events)
- 36 members of Youth Tree Care Program (education, training, employment)
- 8 tree tours for the public

Tree basin expansion and sidewalk landscaping program

FUF requires additional funding to continue its tree basin expansion program, which became very successful in 2007. FUF brings communities together to create sidewalk gardens helping to improve the health of the existing street trees by producing additional planting area around the truck, decreasing current and future sidewalk disturbance. Additional clear benefits include: increased ground water recharge, increased habitat for insects and critters, potential for native SF plant species in street tree under-story, and improving the streetscape for residents and visitors.

Funding

Friends of the Urban Forest's annual budget is based on the calendar year (January-December 2007), though the individual sources listed below generally correlate with the fiscal year allotments. FUF's 2007 annual budget was $1,200,000:

DPW - for street tree programs	162,000
State of California	155,500
Foundation Grants	85,500
Corporate Grants	185,355
Individual Donations	611,645

Management Challenges

With the continued loss of municipal funding, Friends of the Urban Forest has had to increase the property owner's cost of planting a tree to $150.00 per tree. The organization is seeking ways to increase their funding to make it possible for them to reduce the property owner's planting cost to $75.00 per tree; Lowering the individual per-tree cost of planting may enable expansion of the program in lower-income areas (see I.a.2. Street Tree Distribution: An important environmental justice issue.) Additional funding would also allow for improved tree maintenance efforts, an important concern in consideration of the increased planting efforts of the past two years.

California Department of Forestry and Fire (Cal Fire)

The California Department of Forestry and Fire administers Prop 40 and Prop 84 funds. Cal Fire does not directly care for or plant any trees in San Francisco, though they do provide grant funding for tree planting and urban forest research programs and projects to local organizations and stakeholders. Cal Fire currently has open grants worth $584,890 and a pending grant for $250,000 that benefits San Francisco's trees.

Cal Fire's greatest concerns address statewide issues and are not necessarily particular to San Francisco: that urban trees are not always considered to be part of a city's infrastructure and that plans to protect trees during development may be inadequate. They are also concerned with the level of care public trees receive, confusions over who is to provide care for public trees, and whether or not the trees within each department's jurisdiction are being properly cared for by that department.

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IV. Urban Forest Policies

Landmark Tree Ordinance

In 2006, the Board of Supervisor's passed the Landmark Tree Ordinance and the Significant Tree Ordinance.

Significant trees are automatically protected trees on private property that are within 10 feet of the public right of way and have reached one of three size requirements: it is at least 20' tall, it has a canopy of 20' or greater, or it has a DBH of at least 12". Because these trees are of a notable size and are close to the street or sidewalk, they are regarded as being shared by the neighborhood, even though they are on private property, and require permits to remove.

The Landmark Tree Ordinance allows for the greatest level of protection that can be enjoyed by any tree in the city. Trees are landmarked by the city by passing individual ordinances for each tree after an exhaustive process that ensures the high value and benefits of each tree for the city. Trees can be nominated by five different sources: the Board of Supervisors, the owner of the property where the tree is growing, the Landmarks Preservation Advisory Board, the Planning Commission, and the heads of city departments and agencies. After a nomination is made, the Urban Forestry Council will hold two public hearings. If the tree is accepted, the Board of Supervisors will also hold a series of public hearings before the ordinance is given to the Mayor to sign. This year, the Landmark Tree Ordinance was amended to create noticing requirements and lengthen the temporary protection period that the trees benefit from while during the nomination process. These protections allow for civil, criminal, and judicial penalties for non-compliance.

Permeable Landscaping

The Permeable Sidewalk Landscaping Permit was passed by the Board of Supervisors in 200? The ordinance created a method by which individual property owners could increase the green space around their homes, by allowing garden installations in sidewalk areas. The Urban Forestry Council recognizes the potential benefits these spaces have for the health and size of the urban forest and have begun work on project installations.

Pruning Standards

The adopted professional pruning standards for San Francisco are based on tree care standards developed by the American National Standards Institute (ANSI) and the International Society of Arboriculture (ISA). Research on pruning standards in other cities has yielded some examples and templates that were applied to the San Francisco standards. Certain concepts are highlighted due to their importance and practicality; for example, 25% is the maximum amount of live foliage to be removed from a tree each year.

An easy to use public pruning brochure with adopted pruning standards information was first published in 2005. Department of the Environment staff created the booklet in consultation with Urban Forest Council members and Friends of the Urban Forest, and it includes pruning concepts and instructions, pruning equipment, and the importance of hiring a professional arborist. The document underwent revisions in fiscal year 2007-2008, was reprinted in August of 2007, and is now available in hard copy or on-line through the Department of the Environment.

PG&E Utility Undergrounding

Pacific Gas & Electric (PG&E) is in the process of moving aboveground utility wires to below street level. The stated projection is that 42 miles of utility wires will be moved by 2006. One consequence of this process has been the loss of tree planting sites, for example in Bernal Heights. The installation of sidewalk boxes and underground utility wires can displace soil volume for trees. However, this loss is not only avoidable, it decreases the number of trees that can be planted in the future. Thus, the Urban Forest Council and the Board of Supervisors passed resolutions recommending that tree planting sites be preserved during the undergrounding process. There were no enforcement details in the Board of Supervisors resolution, but the Department of Public Works (DPW) has the legal authority to direct PG&E on where to place its utilities.

Since the resolutions passed, PG&E has preserved some street tree planting sites and displaced others. In fact, many contractors and subcontractors have contacted the DPW Bureau of Urban Forestry for walkthroughs and advice for retaining planting sites; prior to the BOS resolution, few contractors consulted DPW on the tree planting sites. Unfortunately, there is no comprehensive information on the number of planting sites preserved and lost.

Recommended Street Tree List

The Urban Forestry Council has adopted a list of recommended trees for San Francisco. This list is broken into three sections:

- The “A” list of proven species choices
- The “B” list of trees, which are good for some locations in the city but not appropriate for all microclimates.
- The “C” list of trees, which are experimental and need more time before a judgment on whether or not they will be good species can be made.

The Urban Forestry Council reviews this list annual an updates it as new information and research becomes available.

Better Streets Plan

A draft of the Better Streets Plan is now available for review and comment. This plan recognizes the importance of including natural elements into the built environment for aesthetic, economic, and safety reasons. As such, the plan recommends many uses for right-of-way tree planting and landscaping. The plan does not detail or discuss species choices related to site specifics, as the forthcoming Urban Forest Plan is expected to address this need.

Urban Forest Plan

As noted earlier in this document, the Planning Department is working on updating and expanding the Urban Forest Plan completed by the Urban Forestry Council and submitted to the Board of Supervisors and the Mayor in 2006. The Recreation and Park Department is also working on their own internal plan. The Urban Forestry Council recommends that these two plans work together as much as possible to increase use value and applicability.

Works Cited

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Nowak, D.J., Hoehn, R.E., Crane, D.E., Stevens, J.C., Walton, J.T. and Harte, A. 2005. *Assessing Urban Forest Effects and Values: San Francisco's Urban Forest.* USDA Forest Service Northeastern Research Station: Syracuse. 22 pages.

Sullivan, Michael. May 2004. Survey of 5 and 10 Year Old Trees Planted by FUF (Survey Conducted 1997-2001). Unpublished.

Simpson, James R., McPherson, E. Gregory. 2007. San Francisco Bay Area State of the Urban Forest Final Report. Center for Urban Forest Research USDA Forest Service Pacific Southwest Research Station. 81 pages.

Appendix I

Trees For Tomorrow Program
Table of Trees Planted 2004-2008

Tree Planting Totals to Date	
2007-2008	
Street Trees Total	4280
Additional Trees Total	887
Grand Total 2008	5167
2006-2007	
Street Trees Total	3637
Additional Trees Total	2275
Grand Total 2007	5912
2005-2006	
Total Street Trees	3411
Additional Trees Total	1894
Grand Total 2006	5305
2004-2005	
Total Street Trees	2392
Additional Trees Total	2653
Grand Total 2005	5045
Looking Ahead	
Mayor's Goal of 25,000 Trees in 5 years	25000
Trees planted past four years	21429
Trees remaining	3571

Appendix II

Table of Street and Open Space Trees Planted 2007-2008

Tree Planting for 2008: Arbor Day 3/11/07 to Arbor Day March 8, 2008

Updated March 10, 2008

	Agency or Project	**No. to Date**	**No. Remaining**	**Total Projected**
Street Trees	DPW: Contracted 06-07	801	0	801
	DPW: Contracted FY 07-08	540	510	1050
	DPW: In-house (various locations)	588	-238	350
	Alemany Blvd.	60	20	80
	DPW: Property owner permits	815	-165	650
	DPW: FUF contract	0	465	465
	SF Giants Empty Basin Planting	582	190	772
	FUF	894	106	1000*
	Recreation and Parks	0	250	250
	Public Utilities Commission	0	250	150
	Unified School District	0	150	150
	Presidio Trust	0	0	0
	Street Trees Total	4280	1438	5718
Other Trees	Recreation and Parks: Reforestation ~	887	913	1800*
	Port of San Francisco: Reforestation ~		150	150*
	Public Utilities Commission ~		0	0
	Presidio Trust: Reforestation ~		200	200*
	Airport ~		75	75*
	Additional Trees Total	887	1338	2225
Total Trees	Total planted to date	5167	2776	7943
	Total by Arbor Day '08	5167		

* Numbers estimated based on previous years' plantings.

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
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Thursday, August 21, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:25 p.m. Present: Chair Short, Members Habert, Milne, Quirke and Sherk (4:29); Excused: Members Marks and Miller.

2. **Approval of Minutes of the June 19, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Habert, without objection, the June 19, 2008 Meeting Minutes were approved as written (Absent: Members Marks and Miller) (Explanatory Document: June 19, 2008 Approved Minutes).

3. **Review and Adoption of the Annual Urban Forest Report for Recommendation to the Urban Forestry Council**. (Explanatory Document: Annual Report 2008 Draft) (Discussion and Action) SPEAKER: Council Coordinator Mei Ling Hui

   Coordinator Hui distributed an amended version of the Annual Report Amended Draft and explained the revisions made from the original version (see above explanatory document). It was reported that Ms. Astrid Haryati, Director of Greening, Mayor's Office would be contacting agencies that did not respond to the survey to request a response and that any additional information received after the due date of September 1 would be added as an addendum to the report.

   Chair Short recommended adjusting the number of approximate planting figures to reflect recent plantings. Member Sherk reported that the Living Library had planted approximately 200 trees on school district property that was not reflected in the Annual Report figures. Member Sherk recommended contacting Mr. David Golden, Chief of Facilities to advise him of the discrepancy. Chair Short suggested adding a statement that the figures are based on survey responses submitted by agencies. Member Sherk reported that the SFUSD had received bond funding for greening and planting trees that should also be reflected in the report. Chair Short suggested that a line be added that states that there may be additional trees that were planted in San Francisco that were not reported in these counts.

   Coordinator Hui inquired whether the Committee wanted to include the Council's attendance report in the Annual Report as had been done in the past. Committee members did not feel it was necessary to include the report as it was already provided under a separate reporting system being provided to the Mayor and Board of Supervisors annually in July.

Chair Short recommended that the tables that she provided on behalf of the Department of Public Works should include a note that the figures are based on reported numbers. It was suggested that an effort be made next year to review the studies and update the numbers or decide not to re-report on the same studies again. Member Sherk and Chair Short discussed adding a statement that "the more recent tree planting efforts are focused on incorporating ecological considerations including linkages and place with appropriate species selection." Member Quirke noted that the number of available planted locations does not include the number of underground utilities that might void a tree that could be planted there. Members provided additional editorial comments.

Public Comment: Ms. Carolyn Blair recommended deleting the sentence that states "At the meeting, the Recreation and Park Department representative cautioned that assessment studies are useful for a limited span of time following their completion and that if unavailability of necessary resources to create an action plan and perform work based on information provided to the land manager would cause the study to have little use value." Chair Short stated that the statement should not be edited because it what was actually stated. Member Milne recommended condensing the paragraph and provided additional editorial comments. Ms. Blair inquired whether DPW reported on the number of trees they had planted and maintained. Chair Short stated that report was provided. Ms. Blair inquired whether the survey that was sent to agencies includes how many trees were planted and maintained in this year. Coordinator Hui reported that the Committee reviewed the survey before it was sent out, and that Member Sherk and Chair Short were directed to provide input into the survey. Coordinator Hui reported that the question on the number of trees planted and maintained is included in the survey.

Upon Motion by Member Milne and second by Member Sherk, without objection, the Urban Forestry Council Annual Report was approved with amendments recommended throughout the meeting and with direction not to include the Council's yearly attendance report (Absent: Members Marks and Miller) (Explanatory Document: Urban Forestry Council Annual Report as Amended). Note: The attached draft has all of the edits requested by the Committee, barring a change to the estimated number for available planted locations, as staff did not receive that information. These pending changes are noted by an orange colored font and underlined.

4. **Pursuing Better Tree Protection on Large-Scale Development Projects.** (Discussion)
SPEAKER: Chair Short

Chair Short reported that pursuing better tree protection on large-scale development projects is an action item that the Council may want to consider this year as part of their collaboration efforts on the Urban Forest Master Plan. It was stated that Urban Forest Master Plan efforts would include review of better tree protection on these types of projects. Chair Short explained that many trees are being lost as a result of large-scale City development projects, and Member Habert had previously mentioned the lack of protection on several redevelopment projects. It was stated that laws may not currently exist to protect trees on these large-scale projects. Some of the projects add housing to the city and are going to provide economic stimulus to the neighborhood, such as the Hunters Point Shipyard project where hundreds of trees went down, and there was little public process and no inherent protection given to those trees. Chair Short stated that the Urban Forest Ordinance only protects public lands, significant trees that are close to the right of way, or landmark trees on private land. It was recommended that other jurisdictions' laws that govern private land be reviewed. It was explained that even Oakland has stronger private land tree protections than San Francisco.

Chair Short reported that the San Francisco Planning Department now requires a Tree Disclosure Statement, which requires that a disclosure be given on large trees on a property. However, if the trees are not protected trees, the Planning Department does not require protection of those trees. Protection is only required during construction if the property owner states that the tree is to be retained. It is not a requirement to protect trees unless there is an objection and community process around the objection.

Member Milne reported that several of the trees that were torn down for the Hunters Point Shipyard project were significant trees within ten feet of a right-of-way. It was explained that the Hunters Point Plan was approved before the Significant Tree Ordinance was adopted. Member Milne recommended that the Council find out about development projects that may have plans to tear down large trees when they are in the planning stage so that an effort can be made to appear at Planning Commission or Board of Supervisors meetings to express support for maintaining the trees. Member Milne explained that this effort would be a first step to contemplate on redevelopment projects as a contract cannot be signed before the Board of Supervisors votes to approve a plan. If the contract says to cut down trees, then nothing can be done about it.

Chair Short stated that a legal mechanism could be pursued to insure better tree protection. A discussion was held on the development project located at Harrison and Third Street, where the disposition of 22 magnolias street trees are scheduled for a hearing at the Department of Public Works on August 25. Chair Short explained that there were originally 28 trees proposed for removal, 6 of them are in poor condition and those were approved for removal. Twenty-two of the trees are very nice magnolia trees and those trees are being heard on August 25. The developer could appeal the Department of Public Works decision to the Board of Appeals if it does not go in his favor.

Member Quirke stated that better tree protection would be a good topic for the Council to consider because it will be assessed as part of the Urban Forest Master Plan. Chair Short asked Committee members whether better legislation for tree protection should be considered. Member Quirke stated that legislative alternatives could be recommended to the developers of the Urban Forest Master Plan on a variety of issues in the Plan. Chair Short reported that there would be two scheduled Urban Forest Master Plan presentations/interactions with the Council, and that she would review the Council's work plan priority list to see what could be addressed in the Urban Forest Master Plan discussions. A Committee meeting would be scheduled to discuss how to address these issues as part of the Master Plan deliberations.

Member Milne recommended creating a list of past and current large-scale development plans to draw out examples of tree activity instead of theoretically talking about development plans. Member Milne also recommended that the Council present ideas to newly elected Supervisors when they take office in January 2009. Coordinator Hui stated that she would request a list of active projects from the Planning and Redevelopment Departments. Chair Short recommended acquiring a list of active projects in varying degrees of implementation to see what opportunities were missed and would show a need for this type of protection. Chair Short explained that the Urban Forest Master Plan could incorporate recommendations into the General Plan and then legislative changes may follow as a result.

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Public Comment: Ms. Blair stated that the Planning Department grants approvals to large development projects and asked how that would interact with their not granting approvals of development projects that require removal of trees. Chair Short stated that the Planning Department is the lead on the Urban Forest Master Plan and wants it to be a broad consensus of a plan that integrates the Council and various departments that have these oversights. Ms. Blair speaking on behalf of the San Francisco Tree Council expressed her support for better tree protection because development has wiped out many of San Francisco's existing trees.

5. **New Business/Future Agenda Items.** (Discussion). Coordinator Hui reported that she is working on Council letterhead and asked for suggestions for graphics, an Urban Forestry Council logo, or another seal. Chair Short stated that she would bring back the Urban Forest Master Plan priority action items list for the Committee to discuss at the next meeting.

6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

7. **Adjournment.** The Planning and Funding Committee adjourned at 6:00 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Thursday, August 21, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly Quirke, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:25 p.m. Present: Chair Short, Members Habert, Milne, Quirke and Sherk (4:35); Excused: Members Marks and Miller.

2. **Approval of Minutes of the June 19, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Member Habert, without objection, the June 19, 2008 Meeting Minutes were approved as written (Absent: Members Marks and Miller) (Explanatory Document: June 19, 2008 Approved Minutes).

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6. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

7. **Adjournment.** The Planning and Funding Committee adjourned at 6:00 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org**.

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved: September 18, 2008

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Urban Forestry Council
Planning and Funding Committee

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Regular Meeting Notice and Agenda
Thursday, September 18, 2008, 4:15 P.M.
City Hall, Room 421

OMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Kelly uirke, Bonnie Ora Sherk.

Order of Business
Public comment will be taken before the Council takes action on any item.

. **Call to Order and Roll Call.**

. **Approval of Minutes of the August 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Explanatory document: August 21, 2008 Draft) (Discussion and Action)

. **Pursuing Better Tree Protection on Large-Scale Development Projects. Review of tree protection activities on current development plans and projects.** (Continued from the August 21, 2008 Meeting) (Discussion) SPEAKER: Chair Short (Reference links to Plans: Better Streets Plan; Mission Streetscape Plan; Fisherman's Wharf Public Realm Plan; Glen Park Community Plan; Redevelopment; Planning: Pages 4-17 of this section-or pages 161-174 of the overall document. MSP Draft Design Toolkit; -- shows how streetscaping elements are used in a few different street types.
Redevelopment: BVHP Redevelopment Plan; Pages 21-23 of the 62 page PDF describes the standards for development
Redevelopment Plan for the Western Addition; Pages 10-13 of the 51 page PDF has a chart with a breakdown of different types of space with the standards for development
India Basin Industrial Park; Pages 12-14 of the 24 page PDF describe the development standards.

. **Suggestions for Urban Forestry Council Letterhead for recommendation to the Urban Forestry Council.** (Explanatory Document: SFE Letterhead) (Discussion and Possible Action) SPEAKER: Coordinator Hui

i. **Review of the Urban Forestry Council's Work Plan Action Items as it relates to the Urban Forest Master Plan process.** (Explanatory Document: Urban Forestry Council Work Plan) (Discussion) SPEAKER: Chair Short

i. **Agency Reporting Requirements to the Urban Forestry Council. Annual Urban Forest Report and methods for pursuing responses from non-reporting City departments and agencies.** (Discussion) SPEAKER: Coordinator Hui

'. **New Business/Future Agenda Items.** (Discussion).

i. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda.

). **Adjournment.**

Public Comment

t this time, members of the public may address the Committee on items of interest that are within the subject matter jurisdiction of the Committee but re not on today's agenda. Public comment will be taken following each agendized item. Each member of the public may address the Committee for up three minutes, unless otherwise announced by the Chair. If it is demonstrated that the comments by the public will exceed 15 minutes, the Chair may ontinue Public Comment to another time during the meeting.

he Brown Act forbids the Committee from taking action or discussing any item or issue not appearing on the posted agenda. This rule applies to issues aised in public comment as well. In response to public comment, not on an agendized item, the Committee is limited to:

1. Briefly responding to statements made or questions posed by members of the public, or
2. Request staff to report back on a matter at a subsequent meeting, or
3. Directing staff to place the item or issue on a future agenda (Government Code Section 54954.2(a).)

Disability Access

The Urban Forestry Council Planning and Funding Committee meetings will be held at City Hall, Room 421, One Dr. Carlton B. Goodlett Place, San Francisco, CA. City Hall meeting rooms are wheelchair accessible. The closest accessible BART station is the Civic Center Station at United Nations Plaza and Market Street. Accessible MUNI lines serving this location are: #42 Downtown Loop, and #71 Haight/Noriega and the F Line to Market and Van Ness and the Metro Stations at Van Ness and Market and at Civic Center. For information about MUNI accessible services call (415) 923-6142. There is accessible curbside parking adjacent to City Hall on Grove Street and Van Ness Avenue and in the vicinity of the Veterans Building at 401 Van Ness Avenue adjacent to Davies Hall and the War Memorial Complex.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week: For American sign language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact Monica Fish at (415) 355-3709 to make arrangements for the accommodation. Late requests will be honored, if possible.

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals. Individuals with chemical sensitivity or related disabilities should call the Mayor's Office on Disability at (415) 554-6789 or (415) 554-6799 (TTY) for additional information.

Know your rights under the Sunshine Ordinance
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force, Frank Darby, Jr., Sunshine Task Force Administrator, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683 at Phone No.: (415) 554-7724; Fax No.: (415) 554-7854; E-mail: sotf@sfgov.org. Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Task Force, the San Francisco Public Library and on the City's website at www.sfgov.org.

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance [SF Campaign & Govemmental Conduct Code §2.100, et. seq] to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at: 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102; telephone (415) 252-3100, fax (415) 252-3112; web site at www.sfgov.org/ethics.

Other Important Information

The ringing of and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

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When bringing handouts to meetings, please photocopy on both sides of the paper and try to use post-consumer recycled or tree-free paper. Also, please bring sufficient copies of handouts for both the Commission and the public.

Monica Fish, Council Secretary TEL: (415) 355-3709 FAX: (415) 554-6393

Posted: September 10, 2008

SF Environment

GAVIN NEWSOM
Mayor

JARED BLUMENFELD
Director

3/21/08

Urban Forestry Council 2008 Work Plan

Section A- Highest Priority Items:

1. Urban Forest Plan Priority Action Steps as agreed to by the Planning and Policy Committee.

2. Research other agency initiatives on planning, construction, and capital projects and how they may relate to the urban forest in terms of timing and scope. Create a comprehensive list of citywide urban forest activities and then decide what the most important areas for the Council to be involved with, such as the Better Streets Plan, Wastewater Management Plan and Planning Department's Urban Forest Master Plan. Work with bicyclists and pedestrians to create better streets and study the relationship of trees, pedestrian, automotive, and bicycle paths of travel. If possible, involve interns with putting together a baseline of citywide activities that would include a short description, timelines, funding requirements and funding sources. Research and share ideas from other countries.

3. Involvement in other City projects that Council members and City agencies are working on; such as work on the Islais Creek and other watersheds in San Francisco. Discussion of trees, uncovering streams, to create more ecological ways to create drainage and aquifer replenishment, study different kinds of greening and places for greening.

4. Involvement in large public projects that have impact on the urban forest so that trees are protected during development either by private property owners or developers. Create requirements for no net loss of trees on private and public property, amend Planning Code Section 143 and strengthen other relevant codes and help public agencies enforce laws so that private property owners and contractors do not damage trees. Focus on methods of enforcement on protection of trees including examining the possibility of bonding requirements.

5. Participation in requesting funding from bonds directed towards urban forest work around the state; e.g., Proposition 84, land and water bond, in which millions of dollars are allocated for the urban forest around the state and the Recreation and Park bond allocated to the urban forest and trail restoration.

6. Crocker Amazon and other park projects to install artificial turf play fields that resulted and would result in a loss of trees. Council to discuss processes used in approving projects and make recommendations on MOU's. Discuss whether public and private entities are working well together in the interests of the public. Ensure adequate public participation—what role should private entities play in the stewardship of public places. Create Resolutions and make presentations to Commissions to pay attention to these issues. Discussion of City subcontracting and the public process. Ensure the City is following state law SB1277.

7. Work on funding for the Council

8. Raise awareness and funding to maintain trees that are being planted and exist in the City under City agency management with the public, City agencies, the Board of Supervisors, and the Mayor's office.

9. Agree to a definition of the urban forest in order to help make better choices for work plan selections.

10. Look into the feasibility of requiring a certification for anyone who works on a tree under City jurisdiction. Consider training programs for the public.

Section B- Secondary Priority Items:

- Work on City policy to address the pine pitch canker. Include discussion of the effects on Monterey pines in San Francisco and City resources that are being used for removal and disposal of these trees; e.g., SFPUC does not have resources to attend to establishment and planting of new trees.
- Create a paradigm shift as to how San Francisco urban dwellers see our streets, sidewalks, trees, underground, and aboveground regarding sidewalk pocket parks and green belts, through writing articles, etc.
- Expand Recommended Street Tree list.
- Create a citizen public outreach campaign on an annual or two-year basis to heighten awareness of what the public's role should be in relation to the urban forest. Consider including seasonal tree care information.

Section C- Lowest Priority items:

- Conduct monthly meetings between the Council Chair, Ms. Hui, a Board of Supervisors Representative (preferably the Board President), and the Director of Greening in order to discuss the Council's activities and provide monthly updates.
- Review last year's work plan for carry-over items (MM).
- Discuss Council's interactions with other City Hall agencies. Increase public outreach through written articles to newspapers.
- Work on tree recommendations beyond street trees; review additional tree species that might be larger in stature or native species that aren't as large that are not appropriate for streets but could be recommended to property owners as property backyard trees or to agencies that have land. Create companion lists to the current street tree list that include an open space list, backyard tree list, etc.
- Recommend that the Board of Supervisors nominate a certain number of trees per year (and per district) for landmark status.
- Determine the role of the Council on the SF Tree Map project.
- Recommend to the Board of Supervisors to (1) regulate or impose fines when major renovations for tree plantings do not follow the requirement to plant 20 feet on center and (2) charge an in lieu fee for capital improvement projects run by the city when trees are removed and cannot be replaced. The fee would be allocated to DPW to plant trees in an alternate location.
- Expand the Arbor Day celebration to include pruning guidelines in addition to planting.
- Encourage more media and publicity surrounding tree maintenance/pruning. Focus on public participation and education (training sessions) on tree pruning guidelines in addition to planting. Establish fees to cover costs for trainings on pruning guidelines.

CITY ANDCOUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
DRAFT MINUTES

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Thursday, September 18, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

COMMITTEE MEMBERS: Carla Short (Chair), David Habert, Milton Marks, Lena Miller, Terry Milne, Bonnie Ora Sherk

Order of Business

1. **Call to Order and Roll Call.** The Planning and Funding Committee meeting convened at 4:25 p.m. Present: Chair Short, Members Milne, Miller, and Sherk; Excused: Members Habert and Marks

2. **Approval of Minutes of the August 21, 2008 Urban Forestry Council Planning and Funding Committee Regular Meeting.** (Discussion and Action) Upon Motion by Member Milne and second by Chair Short, the August 21, 2008 Meeting Minutes were approved with a correction to change "Quire" to "Quirke" on Item 4, last paragraph before Public Comment. (Explanatory document: August 21, 2008 Approved Minutes).

3. **Pursuing Better Tree Protection on Large-Scale Development Projects. Review of tree protection activities on current development plans and projects.** (Continued from the August 21, 2008 Meeting) (Discussion) SPEAKER: Chair Short

   (Reference links to Plans: Better Streets Plan;
   Mission Streetscape Plan; Fisherman's Wharf Public Realm Plan; Glen Park Community Plan; Redevelopment; Planning: Pages 4-17 of this section-or pages 161-174 of the overall document. MSP Draft Design Toolkit; -- shows how streetscaping elements are used in a few different street types.
   Redevelopment: BVHP Redevelopment Plan; Pages 21-23 of the 62 page PDF describes the standards for development
   Redevelopment Plan for the Western Addition; Pages 10-13 of the 51 page PDF has a chart with a breakdown of different types of space with the standards for development
   India Basin Industrial Park; Pages 12-14 of the 24 page PDF describe the development standards.

   Chair Short recommended that Committee members review plans for projects that are in the development process to review their tree protection activities and make recommendations to the Council for improvement if necessary. Coordinator Hui provided links to projects as listed above. Chair Short stated that it would be interesting for the Planning Department to provide feedback on tree protection activities that are being seen on development plans. Chair Milne explained that various agencies had presented on their plans to the Council in the past (Redevelopment Plans, Presidio, etc.), and the Council was able to make suggestions and ask questions. Chair Milne stated that the Council could have an effect on these plans by attending and providing feedback at community meetings on plan presentations.

Chair Short reported that adequate tree protection on large-scale development projects is not being seen often times because of a lack of awareness. It was explained that there is existing legislation, but it is not being enforced. Chair Short and Member Milne recommended that a request be made at the project level to report to the Council on what the plan's tree protection plans should be and if it is not there, the Council can say that it needs to be included. Member Milne suggested that presentations be made at the Committee level to see if a result can be achieved.

Member Sherk recommended reviewing the plan's tree-planting activities in addition to tree-protection activities so that the Council could make recommendations on tree selection. Chair Short indicated that tree protection is on the Council's Work Plan because it has been recognized that there is a problem. It was explained that there is already a lot of legislation about tree planting requirements.

Coordinator Hui reported that the Planning Department's plans were more specific in terms of how landscaping and planting was going to be achieved in comparison with the Redevelopment Agency's plans. Chair Short explained that there was also no discussion on tree protection in Redevelopment Agency plans. Member Sherk asked whether the Council has the ability to comment on trees that are being removed by other agencies and reported on a tree that was removed by the San Francisco Unified School District (SFUSD). Member Milne recommended inviting a SFUSD representative to report on their forestry practices at a Council meeting so the Council could make comments.

Chair Short stated that it is important for agencies to be accountable to some type of tree protection or be required to disclose their plan for trees so people can comment. Member Milne recommended that agencies and developers discuss their tree protection plans at the Council so it is a public forum and media coverage could be provided. Committee members discussed the possibility of the Council creating a Resolution to be sent to the Board of Supervisors so it can be adopted as law in San Francisco. It was explained that all Redevelopment Agency projects have to be approved by the Board of Supervisors, so if tree protection legislation has been adopted, the agency would have to do what is required.

Member Miller suggested getting a Resolution passed as a law so energy does not have to go into policing the matter, it would be automatic. Chair Short asked Coordinator Hui to contact the Planning Department and Redevelopment Agency contacts to request a list of upcoming projects that are in the review process at this time so the Council could weigh in when there is time to make some requirements or changes. Member Sherk recommended that Coordinator Hui ask specifically what tree protection plans are in place for each plan.

Member Sherk recommended asking the Recreation and Park Department and the SFUSD what their tree protection rules are. Chair Short recommended not focusing on the Recreation and Park Department as their tree preservation and protection requirements are different than development projects. Member Miller recommended that the Recreation and Park Department's activities be reviewed at a future date. Chair Short stated that all agencies are governed by policies that are available for review. Member Miller recommended reviewing best practices and then providing recommendations to the City to adopt as policies that can be enforced.

Chair Short asked what from the Urban Forestry Councils Priority Work Plan should be covered in the Urban Forest Master Plan which would become part of the General Plan and hence would be a governing document. A recommendation could be made that all public lands no matter which city agency has jurisdiction over, should be required to have similar tree protection laws to DPW lands, for example.

Public Comment: Ms. Carolyn Blair, Urban Forestry Council member and San Francisco Tree Council, suggested researching information on existing trees, that agencies be required to provide specific information on trees that would be considered for removal, and that it be clear that tree preservation is the most important consideration. Chair Short explained that the tree disclosure statement would provide a list of existing trees. Ms. Blair inquired how to protect trees for the Hunters Point Shipyard project and whether the Council should consider creating a Tree Preservation Plan. Member Milne stated that an analysis could be made after reviewing current plans.

Disposition of Agenda Item: Member Milne reported that Coordinator Hui has been directed to request presentations to the Council on current development projects so that Council members could provide recommendations on tree preservation activities. This item would be carried over for discussion at the October Urban Forestry Council meeting.

4. **Suggestions for Urban Forestry Council Letterhead for recommendation to the Urban Forestry Council.** (Explanatory Document: SFE Letterhead) (Discussion and Possible Action) SPEAKER: Coordinator Hui

   Coordinator Hui reported that she had received permission from the Clerk of the Board to use the City seal for Urban Forestry Council letterhead and presented an Example for the Committee to consider and make recommendations (**Explanatory Document**). Committee members provided their recommendations on content and formatting. Coordinator Hui indicated that she would incorporate the Committee Members' suggestions into a few examples for the Council to consider at their September 26 meeting.

5. **Review of the Urban Forestry Council's Work Plan Action Items as it relates to the Urban Forest Master Plan process.** (Explanatory Document: Urban Forestry Council Work Plan) (Discussion) SPEAKER: Chair Short

   Chair Short reported that she was reviewing the high priority action work plan items and then realized in last month's discussions, that a number of items would be potentially impacted by the Urban Forest Master Plan. Member Milne reported that Mr. Power, Urban Forest Master Plan project manager would be making a presentation at the Friday, September 26 Council meeting and would be reporting on updates every month or two and recommended that members present their recommendations individually at that time.

   Chair Short identified what she believes the Urban Forest Master Plan should address as listed in the Urban Forestry Council Work Plan as Items #2, 4, 7, 8, 9 and 10 of priority items and then bullet #2 under section B and bullet #7 under Section C. Committee members agreed that they would provide recommendations individually to Mr. Power at the September meeting.

6. **Agency Reporting Requirements to the Urban Forestry Council. Annual Urban Forest Report and methods for pursuing responses from non-reporting City departments and agencies.** (Discussion) SPEAKER: Coordinator Hui

   Coordinator Hui asked if the Committee felt that agencies that did not submit a report on their urban forest activities should appear before the Council to explain why they did not submit a report and provide information at that time. Coordinator Hui reported that the Commission on the Environment and the Director of Greening offered their assistance in securing responses from agencies, but has not yet received a status report from the Director of Greening on the six agencies that did not provide a reason for not responding. Chair Short reported that these agencies are required to submit a report and recommended that the Council prepare a Resolution to forward to the Board of Supervisors enforcing the requirement for submittal of responses.

   Disposition of Agenda Item: Member Milne requested that this agenda topic be placed on the Council's September 26 meeting for discussion with the inclusion of a report on the six non-reporting agencies.

7. **New Business/Future Agenda Items.** (Discussion). Ms. Blair, San Francisco Tree Council requested support from the Urban Forestry Council on ensuring that the public and 311 know that they should call the San Francisco Police Department to stop an illegal tree removal in process **(see Explanatory Document)**. The meeting lost quorum at this time.

8. **Public Comment:** Members of the public may address the Committee on matters that are within the Committee's jurisdiction and are not on today's agenda. There was no public comment at this time.

9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:37 p.m.

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Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

Approved:

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF THE ENVIRONMENT
URBAN FORESTRY COUNCIL PLANNING & FUNDING COMMITTEE
REGULAR MEETING
APPROVED MINUTES

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Thursday, September 18, 2008, 4:15 p.m.
City Hall, Room 421, One Dr. Carlton B. Goodlett Place
San Francisco, CA 94102

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9. **Adjournment.** The Planning and Funding Committee meeting adjourned at 5:37 p.m.

Copies of explanatory documents are available to the public at the Department of Environment, 11 Grove Street, San Francisco, California between the hours of 9 a.m. and 5 p.m., by clicking on the links by each agenda item above, or upon request to the Council Secretary at the address listed below, telephone number 415-355-3709, or via e-mail at **Monica.Fish@Sfgov.org.**

Urban Forestry Council
San Francisco Department of the Environment
City and County of San Francisco, 11 Grove Street, San Francisco, CA 94102

Respectfully submitted by,
Monica Fish, Council Secretary

*Approved: April 16, 2009

San Francisco
Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

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NOTICE OF CANCELLED MEETING

Thursday, October 16, 2008, 4:15 p.m.
Room 421, City Hall

The **Thursday, October 16, 2008, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, November 20, 2008 at 4:15 p.m. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709. You may also visit our website for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: October 8, 2008

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Urban Forestry Council

PLANNING AND FUNDING COMMITTEE

1.97
20/08
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NOTICE OF CANCELLED MEETING
Thursday, November 20, 2008, 4:15 p.m.
Room 421, City Hall

The **Thursday, November 20, 2008, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, December 18, 2008 at 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: November 13, 2008

11-13-08P04:47 RCVD

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PLANNING AND FUNDING COMMITTEE

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NOTICE OF CANCELLED MEETING
Thursday, December 18, 2008, 4:15 p.m.
Room 421, City Hall

The **Thursday, December 18, 2008, 4:15 p.m. Regular Meeting** of the Urban Forestry Council's Planning and Funding Committee has been **CANCELLED.** The next Regular Meeting is scheduled for Thursday, January 15, 2009 at 4:15 p.m. at City Hall, Room 421. An agenda will be prepared and distributed at least 72 hours prior to the next scheduled meeting. If you have any questions, please contact the Council Secretary at (415) 355-3709. You may also visit the Urban Forestry Council Planning and Funding Committee's website http://sfgov.org/site/sfenvironment_meeting.asp?id=61013 for additional meeting information.

Respectfully submitted by,

Monica Fish, Council Secretary

Posted: December 12, 2008

2:00 p.m. msf

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